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THE PUBLIC SERVICE PENSION PLAN

Employers Manual



THE PUBLIC SERVICE PENSION BOARD
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THE
PUBLIC
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PENSION
PLAN





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NOTE

The purpose of this manual is to provide easy access to information regarding the Public Service Pension Plan. It should be noted that it is not a legal document and where there is any conflict between the manual and The Public Service Pension Act, the exact wording of the law will apply.

FOREWORD

The Public Service Pension Act came into effect on April 1, 1947, to supersede The Superannuation Act and establish a contributory pension plan for employees of the Government, Legislative Assembly, Universities -- as defined under The Universities Act -- and other Government boards or public service bodies approved by the Lieutenant Governor in Council.

The Plan is in two parts. Under Part I, public service pensions are based on the salary and length of service of an employee. Under Part II, short service retirement benefits are based on accumulated contributions (plus interest) made by the employer and employee who is not eligible to participate under Part I of the Plan. Greater benefits are realized under Part I.

The Public Service Pension Plan is administered by the Public Service Pension Board established under The Public Service Pension Act, consisting of not more than five members appointed by the Lieutenant Governor in Council.

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INTERPRETATION AND PROCEDURES

Certain procedures must be followed in registering employees, establishing prior service and salary, and the completion of forms necessary for the administration of the Pension Plan, all of which are explained in this manual.

PART I

TERMS CLARIFIED

Before dealing with procedures, we shall briefly clarify certain provisions in the Public Service Pension Act. Your attention is directed to the use of specific terms some of which are defined in Section 2 of the Act. These should be carefully noted in order to get a proper understanding of the Pension Plan.

EMPLOYEE

An "employee" to be eligible to come under Part I of the Pension Plan must be less than 55 years of age at the commencement of his service (see definition of service) and must be employed on a full-time continuous basis for a minimum average of 30 hours per week throughout the year.

- a) A part-time employee is NOT eligible to come under Part I.
- b) A seasonal employee may be brought under Part I upon approval of the Pension Board.

- c) An employee between the ages of 55 and 60 at the commencement of his service may be brought under Part II.
- d) Persons working under contract (other than an employment contract) or paid on an honorarium or a fee basis are NOT eligible to participate.
- e) Members of the academic staff of a University, or such other employees as the Governors of a University may exclude by regulations approved by the Lieutenant Governor in Council, are NOT eligible to participate.

EMPLOYER

"Employer" means the Government, Legislative Assembly, a University, Government board or any public service body approved by the Lieutenant Governor in Council whose employees are participants in the Public Service Pension Plan, (see Appendix "A").

SERVICE

"Service" means employment prior to the age of 65 by

- The Government, Legislative Assembly, a University, Government board or public service body brought under the Act by the Lieutenant Governor in Council;
- a body with whom there is a reciprocal transfer agreement, (see Appendix "A");
- Any public body approved by the Pension Board, (see Appendix "A");

- service with the Canadian or Allied armed forces during World War II (from Sept. 1, 1939 to March 31, 1946) and/or the Korean War (from July 5, 1950 to Nov. 1, 1953);
- peace time military service with the Canadian Armed Forces;
- service as a Member of the Legislative Assembly or Executive Council; or
- authorized leave of absence with or without pay, subject to the conditions prescribed by the Pension Board.

PENSIONABLE SERVICE

"Pensionable Service" is that portion of the service of an employee that is to be taken into account in computing the pension benefits payable to him under The Public Service Pension Act.

SALARY

"Salary" is defined as the gross rate of ordinary salary, which is not necessarily the actual amount of salary the employee received. If an employee is not paid his full salary during the month because of lost time or leave of absence, contributions should be calculated on the full rate of pay as if he had continued to work. The employee, thereby, suffers no reduction in his pensionable service. Holiday pay is part of salary for pension purposes unless it is paid in lieu of holidays. (See Section 2.(d) of the Act.)

PARTICIPATION

REGISTRATION

Participation in the Pension Plan is a condition of employment for every eligible employee, effective from the date of commencement of employment.

Form P-1 "REGISTRATION" must be completed for all eligible employees and forwarded to the Pension Board (see page 73), or form DPC-103 will be accepted from departments or boards who are utilizing the Data Centre.

MARRIED WOMEN

Participation in the Plan is optional for married female employees, who are not widowed, divorced or legally separated and whose husbands are capable of gainful employment, and they are given two years within which to decide whether or not they wish to participate. The two-year period is determined

- from the date of commencement of employment with the present employer, or
- from the date of marriage, whichever is last.

If a married female decides to participate, she shall be subject to the conditions governing employees for whom participation is a condition of employment. She may not withdraw from the Plan except on termination of employment.

Form P-50 "NOTICE OF DECISION" should be completed and signed in the presence of a witness by those married female employees who choose not to participate in the Plan, (see page 103).

The "Notice of Decision" form should be retained in the records of the employer to safeguard the employer against any claim from an employee who may later maintain that she was not given the opportunity to participate, or did not understand that there was a time limit within which an application must be made.

Where a married female employee has declined participation in the Plan and later becomes widowed, divorced, legally separated or the sole supporter of a dependent spouse, she must participate in the Plan as a condition of employment.

Female employees who marry while in the service of the present employer and who commenced or continued to contribute to the Plan will be permitted to withdraw if they apply to do so within a period of not exceeding six months from the date of marriage. They retain the option of applying to participate again within two years of the date of marriage.

CONTRIBUTIONS

EMPLOYEE

Every eligible employee must contribute at the rate of 3.5% of his salary up to the year's maximum pensionable earnings under the Canada Pension Plan and at the rate of 5% of that portion of salary earned over the maximum.

No contributions may be made, under the above paragraph, by an employee who has attained the age of 65 years or after an employee has made contributions for a total of 35 years.

A "Statement of Account" is prepared annually by the Pension Board to be distributed to every employee showing his accumulated contributions, including interest, and the total contributions made on prior service.

EMPLOYER

In respect of each employee a Government board or public service body shall make contributions to the Pension Plan at a rate equivalent to the amount contributed by the employee.

RETROACTIVE PAY

Where an employee receives retroactive pay, the amount of the retroactive pay should be added to the basic salary and be treated as if earned within that pay period for the purpose of contributions.

FIRST YEAR

Where an employee whose first year of service with the Provincial Government was prior to April 1, 1966, and who has not paid contributions on that first year, may have this period recognized as pensionable service providing contributions are paid in respect of such service at the rate of 5% of salary, plus interest.

CONTRIBUTIONS DEPOSITED

The contributions of each employee shall be deducted from each payment of his salary and credited to the General Revenue Fund of the Province of Alberta.

The Pension Board will maintain a separate account of the contributions credited in respect of each employee.

The payment of all benefits under the Public Service Pension Plan is guaranteed by the Government of the Province of Alberta.

REMITTANCE OF CONTRIBUTIONS

The monthly remittance of pension contributions should be made within 15 days after the end of each calendar month in order that the employees' accounts can be maintained on a current basis. Employers are requested to forward remittances within the time limit specified.

All cheques should be made payable to "Provincial Treasurer, a/c Pension Board" and accompanied by a signed form P-3 "REMITTANCE STATEMENT", or similar format, showing the name of employees, rates of salary paid within each pay period and the amount of contributions deducted (see page 79). Computer tapes or listings are acceptable in lieu of a remittance statement where approved.

INTEREST

Interest is credited to the account of each employee at the rate of 4% per annum compounded every six months -- on the last day of June and December -- and calculated on the balance in the employee's account on the preceding first day of January and July respectively.

Upon termination of employment, an employee must have contributed on a period of service of not less than one year before he is eligible to receive accumulated interest.

REFUNDS OR TRANSFERS

When an employee terminates his employment before he is entitled to receive a pension, he may choose one of the following options:

- a) A refund of pension contributions, plus interest if contributions have been made on a period of service of not less than one year. A deduction of 10% or 15% will be made for income tax purposes.
- b) Contributions may be left on deposit to
 - i) accumulate interest at 4% per annum, or for
 - ii) a deferred pension between the ages of 60 and 65, providing he has not less than 10 years pensionable service.
- c) Pension contributions may be transferred to another registered pension or retirement savings plan. Employer contributions may be transferred where there is a

reciprocal transfer agreement in effect.
Such transfers are not subject to income
tax deduction.

Interest is credited to the account of each employee
until the end of the calendar month immediately preced-
ing the date refund is made.

*A refund of contributions is made to the em-
ployee within 30 days from the date of re-
ceipt of form P-10 "NOTICE OF TERMINATION," or
the final deduction has been received by the
Pension Board, whichever is received last (see
page 87). DPC-105 or DPC-113 will be accepted
from departments utilizing the Data Centre.*

UNCLAIMED REFUNDS

When an employer is unable to locate a former employee
in order to forward his pension refund cheque to him,
the cheque should be returned to the Pension Board
within ninety days from the date of issue. The money
will then be held in trust until the employee can be
located.

If the employee subsequently notifies the employer as
to his whereabouts, he should be referred to the Public
Service Pension Board and a cheque will be forwarded
directly to him.

REFUND OF EMPLOYER CONTRIBUTIONS

Employer contributions are not refunded upon the ter-
mination of an employee's service, but remain in the
fund to help defray the cost of benefits granted to
those employees who remain in the service until retire-
ment age.

RETIREMENT

NORMAL RETIREMENT

Retirement under the Pension Plan is at age 65 and an employee shall retire upon reaching his 65th birthday with pension benefits as prescribed under the Act.

Forms P-10 "NOTICE OF TERMINATION" and P-20 "RETIREMENT" are to be completed (see pages 87 and 99). DPC-105 may be used by those departments utilizing the Data Centre.

LATE RETIREMENT

Where employment continues after the age of 65, payment of a pension shall not start until the actual termination of employment.

If the employee elects to receive a pension payable for life or for guaranteed terms of 10, 15 or 20 years, whichever is longer, the term of years certain shall commence and be calculated from the date of termination of employment.

The pension to be paid to an employee who is still employed after attaining the age of 65 is actuarially increased according to his age upon termination of employment.

EARLY RETIREMENT

An employee whose pensionable service is not less than 25 years may retire at any time after he has attained

the age of 60 years on a full formula pension (not actuarially reduced).

An employee whose pensionable service is not less than 35 years may retire at any time after he has attained the age of 55 years on a full formula pension.

An employee whose pensionable service is not less than 10 years may retire at any time after he has attained the age of 55 years on a reduced pension upon approval of the Pension Board.

Employees applying for early retirement should complete and forward to the Public Service Pension Board form P-19 "APPLICATION FOR EARLY RETIREMENT" (see page 97).

DISABILITY

An employee whose pensionable service is not less than 10 years and who from mental or physical disability has become incapable of effectively performing his regular duties may retire at any age upon the approval of the Pension Board. In most cases the pension is reduced in accordance with the employee's age unless retirement is for reasons of total disability.

TABLE OF ACTUARIAL REDUCTION						
Age at Retirement	PENSIONABLE SERVICE					
	Under 25 yrs.		25 yrs.& over		35 years	
	Male	Female	Male	Female	Male	Female
64	2.4%	2.4%	-	-	-	-
63	4.6%	4.6%	-	-	-	-
62	6.7%	6.6%	-	-	-	-
61	9.4%	8.5%	-	-	-	-
60	10.5%	10.3%	-	-	-	-
59	12.3%	12.0%	1.9%	1.9%	-	-
58	14.0%	13.5%	3.8%	3.6%	-	-
57	15.5%	15.0%	5.5%	5.2%	-	-
56	17.0%	16.6%	7.2%	6.8%	-	-
55	18.3%	17.6%	8.7%	8.2%	-	-
54	21.9%	21.2%	11.4%	10.9%	1.8%	1.7%
53	23.3%	22.5%	13.0%	12.4%	3.5%	3.3%
52	24.6%	23.7%	14.5%	13.7%	5.2%	4.8%
51	25.9%	24.9%	15.9%	15.1%	6.8%	6.3%
50	27.4%	26.4%	17.7%	16.6%	8.3%	7.6%
46	31.9%	30.2%	22.8%	20.9%	13.8%	12.3%

The full actuarial reduction in pensions for retirement before age 65 is about 6% per year. Reductions made by the Pension Board are, however, approximately one-third of the full actuarial reduction.

The Pension Board will obtain a medical report from the employee's doctor in order to determine the extent of any disability.

Where a person is receiving a disability pension the Board may require a review of his condition periodically until he reaches normal retirement age.

Employees applying for retirement due to disability should complete and forward to the Pension Board form P-5 "APPLICATION FOR DISABILITY PENSION" (see page 83).

EMPLOYMENT WHILE RECEIVING A PENSION

EMPLOYMENT OF A PENSIONER AFTER AGE 65

Employment with the Government, a board, or public service body during which time a person, who is over 65 and receiving a pension under the Public Service Pension Plan, may receive both salary and pension subject to the following restrictions:

- a) The employee must have been retired for not less than three months and then he may work for a period of four months (unless approval is obtained from the Pension Board to extend this period up to eight months) in any one calendar year.
- b) An employee who is in receipt of a pension cannot be employed during the month of January if he was employed during the month of December in the preceding year.
- c) The Pension Board must be notified of the hiring of any person who is receiving a pension under the Public Service Pension Plan.

EMPLOYMENT OF A PENSIONER BEFORE AGE 65

Where a person is retired on pension under the Public Service Pension Plan and is subsequently employed by the Government, board, or public service body before the retirement age of 65, and he is eligible to make further contributions on current service, the payment of any pension shall be suspended until he again ceases to be employed in the public service.

If a pensioner under 65 accepts employment as specified he shall be required to make contributions in respect to his further service and upon retirement he shall be entitled to additional pension benefits calculated on the basis of his subsequent period of service.

When a person accepts employment as specified elects to pay back the amount of pension paid, together with interest on that amount from the date he commenced his present employment to the date of completion of payment in full, the pensionable service prior to his commencement of employment shall be taken into account in calculating his pension upon retirement.

PENSIONABLE SERVICE

Pensionable service is service that is taken into account in computing a pension. This may include service with the Alberta Government or Legislative Assembly; service as a member of the Legislative Assembly or Executive Council; local authorities; Canadian or Allied Forces; Federal and Provincial Governments; Canadian cities, towns, municipalities, school districts or divisions, counties, hospitals; service as a teacher in Canada; any public body approved by the Pension Board; and leave of absence without pay; upon the terms and conditions stipulated under Section 14 of the Pension Act.

World War II and Korean War service may be established by submitting a military discharge certificate.

All prior service of an employee prior to commencement of current contributions may be established by completing form P-15 "ESTABLISHING PRIOR SERVICE" in order for the Pension Board to determine the amount of contributions required (see page 91).

One-half of service with the Government or Legislative Assembly before April 1, 1947, is recognized as pensionable service without contributions (see page 26).

One-half of service with the Canadian or Allied Forces during World War II is recognized as pensionable service without contributions, providing the employee was in the employ of the Government, Legislative Assembly or a body with whom there is a reciprocal agreement at the time of his enlistment (see page 26).

An employee may pay on only a portion of his prior service which is most recent in point of time.

The number of years of service that can be recognized as pensionable will determine the amount of the pension to be granted upon retirement. For every year of service prior to Jan. 1, 1966, which is established as pensionable, 2% of salary is added to pension benefits. Consequently, it is to the employee's benefit to establish as much pensionable service as possible.

The maximum service that can be recognized as pensionable is 35 years.

PAYMENT ON PRIOR SERVICE

Arrangements may be made with the Pension Board to have contributions on prior service paid by salary deductions. These contributions will be recorded on the employee's T-4 income tax form so that tax exemption can be claimed.

In addition, periodic payments may be made directly to the Public Service Pension Board for which the employee will receive a receipt for income tax purposes.

INCOME TAX

Contributions on prior service may be used to reduce taxable income up to a maximum of \$1,500.00 in each calendar year, in addition to current contributions. Payment on prior service in excess of \$1,500.00 in any one calendar year may be carried over to the following years for income tax purposes.

LEAVE OF ABSENCE

When an employee is granted leave of absence without pay in excess of one week, he may make arrangements to contribute on such leave up to a maximum of one year upon his return to work.

RE-INSTATEMENT OF SERVICE

Where a former employee has received a refund of pension contributions and subsequently is re-employed in the Public Service, he may re-instate his prior service as pensionable by repaying the amount of the refund together with interest.

BLOCK NO.	TYPE OF SERVICE
1.	WAR SERVICE - if at time of enlistment employee was employed with the Government, Legislative Assembly, or a body with whom there is a reciprocal agreement.
2.	WAR SERVICE - if date employee entered employment of Public Service, or a body with whom there is a reciprocal agreement, was <u>within 6-month period</u> of date of discharge from military service, unless period is extended by the Board. (see footnote)
3.	WAR SERVICE - as specified in Block No. 2 with <u>over 6-month break</u> in service.
4.	PEACE TIME MILITARY SERVICE with the Canadian Forces.
5.	BODY WITH WHOM THERE IS A RECIPROCAL AGREEMENT - with less than 6-month break in service (unless period is extended by the Board) and employee cannot transfer contributions.
6.	BODY WITH WHOM THERE IS A RECIPROCAL AGREEMENT - as specified in Block No. 5 with <u>more than 6-month break</u> in service and employee cannot transfer contributions.
7.	APPROVED PUBLIC BODY with whom there is no reciprocal agreement.
8.	SERVICE UNDER SUPERANNUATION ACT - prior to April 1, 1947, when Public Service Pension Plan came into effect.
9.	MEMBER OF THE LEGISLATIVE ASSEMBLY OR EXECUTIVE COUNCIL.

NOTE: Extension of the "6-month break" may be approved by the Board for reasons of illness or education. The employee may then enjoy the lesser rate of contributions and interest.

PENSIONABLE SERVICE

CONTRIBUTIONS REQUIRED	INTEREST (Compounded semi-annually)
One-half of this service free prior to April 1, 1947, or whole service if 4% of salary at the time of enlistment, if prior to April 1, 1947, is paid during whole period. 5% of salary is required for enlistment after April 1, 1947.	5% to April 1/47; 3% to June 30/66 and 4% from July 1/66, that would have accumulated thereon until completion of payment in full.
10% of salary at commencement of service with Public Service, or body with whom there is a reciprocal agreement, following discharge.	3% to June 30, 1966 and 4% from July 1, 1966 that would have accumulated until completion of payment in full.
12% of salary at commencement of service following discharge.	4% from commencement of war service until completion of payment in full.
12% of salary paid at commencement of service when employee most recently became a contributor with the present employer up to Jan. 1/66, and 9% to maximum of C.P.P. and 12% over maximum thereafter.	5% from commencement of military service until completion of payment in full.
10% of salary paid during service with that body to Jan. 1/66, and 7% to maximum of C.P.P. and 10% over that maximum thereafter.	As indicated in Block #2
12% of salary paid during service with that body to Jan. 1/66, and 9% to maximum of C.P.P. and 12% over maximum thereafter.	4% from commencement of service until completion of payment in full.
12% and 9% as indicated in Block #4.	As indicated in Block #4
One-half of service free or whole service if 4% of salary is paid during the whole period.	As indicated in Block #1
5% of allowances paid during period of service as a member to April 1, 1970, and 7 1/2% thereafter.	As indicated in Block #2

PENSION BENEFITS

NORMAL PENSION

The basic pension granted under the Pension Plan is called a "normal pension." The normal pension is payable for the life of the pensioner with a guaranteed payment for a term of five years.

The amount of a normal pension is determined by the length of the employee's pensionable service and his average annual salary during the five consecutive years of his service when his salary was highest.

A normal pension is the combined sum of the following computations:

2% of the average annual salary multiplied by the number of years of service prior to January 1, 1966, since the rate of contributions is 5% of salary during this period.

plus

1.4% of the average annual salary to the year's maximum pensionable earnings under the Canada Pension Plan, multiplied by the number of years of service after January 1, 1966, since the rate of contributions for this portion of service is 3.5%.

plus

2% of the average annual salary over the year's maximum pensionable earnings, multiplied by the number of years of service after January 1, 1966, since the rate of contributions for this portion of service is 5%.

ALTERNATIVE PENSIONS

There is a choice of alternative pensions which are an actuarial value equivalent to the normal pension and which give a greater protection to the beneficiary.

SINGLE LIFE

An employee may chose a single life pension which is a pension payable for the life of the pensioner and ceases at his death. This pension is slightly higher than the normal pension and is often chosen by those who have no dependants.

GUARANTEED TERM

A guaranteed term is a pension payable for the life or a term of years certain, whichever is longer. The pension is payable for the life of the pensioner, but on death will be paid to his beneficiary or estate for the remainder of the guaranteed period.

Guaranteed term pensions are lower than the normal pension by the following percentages at the ages indicated:

Guaranteed Period	Retirement at 65		Retirement at 60		Retirement at 55	
	Male	Female	Male	Female	Male	Female
10 years	5.3%	2.9%	3.4%	1.7%	2.0%	.9%
15 years	12.1%	7.4%	8.1%	4.3%	4.9%	2.3%
20 years	19.2%	12.8%	13.3%	7.8%	8.2%	3.2%

JOINT LIFE

The employee may elect to have his pension payable for the joint lives of he and his spouse. This may be a fixed amount that will be payable as long as either shall live. A Joint Life reducible at first death by $1/3$ or $1/2$ may be chosen if the pensioner wishes to have more money while both are alive. In the case of death of either party the pension will be reduced by $1/3$ or $1/2$.

The ratio of the joint life to the normal pension depends upon the age of the nominee and is less than the normal pension by the percentages indicated in the table on the next page:

Age of Male - 65			
Age of Female	Joint Life	Reduced by 1/3	Reduced by 1/2
66	18.0%	8.1%	2.1%
65	19.0%	9.2%	3.4%
64	20.0%	10.5%	4.7%
63	21.1%	11.6%	5.9%
62	22.3%	12.8%	7.0%
61	23.6%	13.9%	8.1%
60	24.8%	15.1%	9.2%
Age of Male - 60			
Age of Female	Joint Life	Reduced by 1/3	Reduced by 1/2
61	16.7%	8.0%	2.9%
60	17.5%	8.9%	3.9%
59	18.3%	9.8%	4.8%
58	19.1%	10.7%	5.8%
57	20.2%	11.7%	6.7%
56	21.1%	12.5%	7.5%
55	22.1%	13.5%	8.3%
Age of Male - 55			
Age of Female	Joint Life	Reduced by 1/3	Reduced by 1/2
56	14.3%	7.0%	2.8%
55	14.9%	7.7%	3.6%
54	17.4%	9.6%	5.1%
53	18.1%	10.4%	5.9%
52	18.9%	11.2%	6.7%
51	19.6%	11.9%	7.5%
50	20.6%	12.8%	8.2%

DEFERRED PENSION

A person may elect to receive a deferred pension at any time if he has not less than 10 years pensionable service. This type of pension is provided for those who leave the public service before they are eligible to receive an immediate pension and do not take a refund of contributions. The pension will be available any time between the ages of 60 and 65.

Where a former employee is entitled to a deferred pension and becomes mentally or physically disable for gainful employment, he may apply for an immediate pension.

The amount of deferred pension is calculated and paid on the same basis as a pension payable immediately upon retirement. All options are available under a deferred pension.

POSITION ABOLISHED

Where an employee is discharged because the position in which he was employed is abolished, he is entitled to receive at his option

- a) a refund of contributions and accumulated interest together with a like amount from the General Revenue Fund, or
- b) a deferred pension any time between the ages of 60 and 65.

Where the position occupied by an employee 60 years of age or older is abolished and he is transferred to another position at a lower rate of salary, the employee may continue to contribute at the rate of salary of his

former position at the time it was abolished. The pension will then be computed on the higher rate of salary.

INTEGRATION OF PENSION WITH THE OLD
AGE SECURITY AND CANADA PENSION

The present value of the Old Age Security and Canada Pension may be combined with the Public Service pension in order that a person may receive a uniform pension income throughout retirement.

Under this option a person who retires before age 65 may elect to have his monthly pension (excluding Joint Life options) increased by the amount of the actuarial equivalent of the Old Age Security and Canada Pension.

These benefits will be reduced by the amount equal to the total of the Old Age Security and Canada Pension when the pensioner becomes eligible to receive the federal pensions.

PERCENTAGE OF O.A.S. AND C.P. GRANTED UNDER INTEGRATION		
Age	Male	Female
55	50.3%	57.7%
56	53.6%	60.5%
57	57.1%	63.6%
58	61.0%	66.8%
59	65.2%	70.3%
60	69.8%	74.1%
61	74.8%	78.4%
62	80.3%	83.2%
63	86.2%	88.3%
64	92.8%	93.9%

COST OF LIVING BONUS

The Pension Board has been authorized to make adjustments in pensions for the purpose of maintaining an approximate parity with the cost of living. Each year a review will be made to determine if, and for how much, an adjustment will be made, (see page 56).

PENSION SELECTION

Not less than 90 days before an employee attains the age of 65, the Pension Board shall notify him in writing as to the normal and alternative pensions from which he may make a selection. If the employee does not select a pension prior to his 65th birthday, the Board may select for him a normal or alternative pension at its discretion.

BENEFICIARIES

Every employee upon entering the Pension Plan should designate a person or persons as his beneficiary in the event of his death while in the public service.

Any employee may change his beneficiary from time to time by filing with the Board a new designation of beneficiary form signed by him and one witness. Upon filing with the Board any notice changing a beneficiary, or upon the marriage of any employee, any previous designation of beneficiary on file will be cancelled.

Where an employee has named his spouse as his first beneficiary and has a dependent child under 21 years of age, he may name the dependent child as his second beneficiary (see Death Benefits).

An employee who is widowed, divorced or legally separated, or a female employee who has no legal spouse, and where there is a dependent child under 21 years of age, the dependent child may be named as first beneficiary, (see Death Benefits).

Form P-2 "DESIGNATION OF BENEFICIARY" is provided for this purpose (see page 77).

Where there is no designation of beneficiary on file with the Pension Board at the time of death of an employee, or former employee, an instrument in writing signed by the deceased designating his beneficiary may, after his death, be filed with the Board.

DEATH BENEFITS

Death benefits as provided for in Section 28 of the Act will be paid to the designated beneficiary.

In the event of the death of an employee who has established 10 years or more of pensionable service, the widow, or dependent widower, is entitled to receive a pension for life. The pension is usually from 75% to 80% (depending upon age) of the normal pension the deceased would have received were his age then 65. If the deceased had less than 10 years of pensionable service, the widow, or a dependent widower, is entitled to double the employee's contributions plus interest.

The pension is not affected by remarriage.

Where an employee has named his spouse as his first beneficiary and a dependent child under 21 years of age as second beneficiary; in the event of the death of both the employee and the first-named beneficiary, the surviving second beneficiary will receive double the employee's contributions plus interest.

Where an employee who is widowed, divorced or legally separated, or a female employee who has no legal spouse, and a dependent child under 21 years of age has been named as first beneficiary; in the event of the death of the employee the first-named beneficiary shall receive double the employee's contributions plus interest.

Other beneficiaries, including an estate, receive a refund of employee contributions plus interest.

PROOF OF AGE

BIRTH CERTIFICATES

In respect of each employee a birth certificate is required at the time of retirement by the Pension Board, who will have a photostatic copy made for its records and return the original certificate.

The Board will accept photostatic copies of birth certificates and other acceptable proof of age if such copies are certified by an authorized officer, who has checked the original and found no evidence of any change having been made in the name or date of birth.

Information as to the address of Vital statistics offices in other provinces and countries, and the fees charged for birth certificates, may be obtained from the Department of Health, Division of Vital Statistics, Edmonton, Alberta.

OTHER EVIDENCE

When a birth certificate cannot be submitted as proof of age, the Pension Board will accept other evidence as listed below, providing it is accompanied by a letter from the Registrar of Births or Vital Statistics authority of a province or country to the effect that there is no record of the birth having been registered.

- a) CLASS "A" EVIDENCE - (Entry made before fourth birthday.) Baptismal certificate, cradle roll or other church records; a pro-

fessional record made by a physician, nurse or midwife who was in attendance at the birth; citizenship or naturalization papers, etc.

b) CLASS "B" EVIDENCE - (Two items required.)

An affidavit from one of the parents or a person with full knowledge of the facts, family Bible record, newspaper clipping containing announcement of birth, school records, vaccination or other health records, insurance records, marriage certificate, military discharge certificate, immigration records, census records, national registration records, etc.:

An affidavit from a disinterested person who saw the child shortly after birth, provided that some recorded event such as the birth of a child, marriage or death, had taken place within a few months of the date of birth, thereby establishing a reason why the date and place of birth is fixed in memory.

When proof of age is submitted in a language other than English or French, a signed translation should be accompany such document. The translation must be performed by someone other than the employee.

If the name used differs from that shown on the birth certificate or other proof of age document submitted, the employee must make a statement in writing to the Pension Board explaining the reason for the change of

name and that the name used and the name shown on the proof of age document are those of one and the same person, and he should advise which name he wishes to be known by in the pension records.

CHANGE OF NAME

Whenever an employee's name is changed due to marriage, or for any other reason, notification of the change of name must be forwarded to the Pension Board in order that the new name may be included in the pension records of the employee. Particular care should be exercised to ensure that the Pension Board is notified immediately of any name change to avoid new records being established for that employee.

Form P-40 "NAME CHANGE" is provided for the purpose outlined above, (see page 101).

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GENERAL PROVISIONS

EQUITY OF EMPLOYEE

The equity of an employee or former employee in a pension or other benefit granted under The Public Service Pension Act is not subject to garnishee proceedings, attachment or seizure, or any legal process, except for failure to account for monies owing to the Public Service, and is unassignable.

DISPUTES

Should any question arise as to whether any person is an employee within the meaning of the Act, or the amount of the salary of an employee, or the extent of the pensionable service of an employee, or the amount of any pension or other benefits payable under the Act, the Pension Board shall determine the answer to the question and its decision is final.

PART II

SHORT SERVICE RETIREMENT BENEFITS

TERMS CLARIFIED

"Employee" is defined under Part II of the Public Service Pension Plan as a person who is employed on a seasonal or a full-time continuous basis and who is not eligible for benefits under Part I. (An employee who has sufficient service to establish 10 years pensionable service before retirement age is considered to be eligible under Part I.) Part-time employees who work less than an average of thirty hours per week are not included under Part II of the Plan.

"Salary" is defined as the actual salary or wages paid to an employee and NOT the rate of salary as defined under Part I of the Act. The contributions are made on the actual salary the employee receives in a pay period including holiday pay. It does not, however, include monies paid for travelling expenses, subsistence allowances, honorariums, fees, overtime pay or any other monies paid in addition to his ordinary salary or wages.

PARTICIPATION

Participation under Part II is voluntary for those who are not eligible for benefits under Part I of the Plan. It requires the consent of both the employee and employer. An employee is not eligible to participate under this Part if he was more than 60 years of age at the commencement of his service.

CONTRIBUTIONS

Employee contributions may be made at any rate from 3% to 10% of salary and the employer is required to match the contributions up to 5%.

When an employee terminates his employment before he is entitled to benefits, both the employee and employer contributions and the interest thereon are refunded to the employee and employer respectively.

RETIREMENT AND BENEFITS

Under Part II an employee who has contributed on a period of service of not less than five years may retire at any time after he has reached the age of 60 and receive an annuity in the amount that can be purchased by the combined sum of employee and employer contributions and interest, or a lump sum payment of such contributions and the interest thereon.

APPENDIX "A"

This appendix to the manual contains the following:

- a) A list of all Alberta Public Service bodies that are currently participating in the Public Service Pension Plan;
- b) Bodies with whom there are reciprocal transfer agreements;
- c) Approved public bodies.

PUBLIC SERVICE BODIES (ALBERTA)

Currently participating in the Public Service Pension Plan are employees of

Government of the Province of Alberta,
Legislative Assembly of the Province of Alberta,
Alberta Colleges Commission,
Alberta Commercial Corporation,
Alberta General Insurance Company,
Alberta Hail & Crop Insurance Corporation,
Alberta Health Care Insurance Commission,
Alberta Housing Corporation,
Alberta Liquor Control Board,
Alberta NewStart Incorporated,
Alberta Racing Commission,
Civil Service Association of Alberta,
Edmonton Civil Service Savings and Credit Union,
Municipal District Nursing Services,
Oil & Gas Conservation Board,

Provincial Cancer Hospitals Board,
Public Health Units,
Universities Commission,
University of Alberta,
University of Alberta Hospital,
University of Athabasca,
University of Calgary,
University of Lethbridge,
Workmen's Compensation Board.

RECIPROCAL TRANSFER AGREEMENTS

Bodies with whom there are reciprocal transfer agreements are as follows:

Alberta Government Telephones,
Board of Administrators of the Alberta Teachers' Retirement Fund,
Local Authorities (Alberta),
Government of Canada,
City of Calgary,
Ryerson Polytechnical Institute (Ontario).

APPROVED PUBLIC BODIES

Approved public bodies include:

All Provincial Governments (including universities),
Local Authorities of other Provinces (including employers of teachers),
Canadian Armed Forces,
Canadian Wheat Board,
Industrial Development Bank,
Royal Canadian Mounted Police,
Children's Aid Society of Metropolitan Toronto.

APPENDIX "B"

PUBLIC SERVICE PENSION BOARD

REGULATIONS AND RULINGS

- REGULATIONS -

LUMP SUM PAYMENT (O.C. 193/48; 212/71)

1. When a lump sum payment in lieu of pension is granted by the Board under the provisions of clause (d) of section 20 of The Public Service Pension Act, such lump sum shall be in an amount of 75% of the capital value of the Normal Pension payable to the employee at his attained age upon actual termination of his service.

LEAVE OF ABSENCE WITHOUT PAY (O.C. 1307/48; 1602/50)

1. Where an employee has been granted leave of absence without pay, a period of absence of up to one year may be deemed as pensionable service provided the employee pays contributions to the Pension Fund in respect of such period, together with interest to the date of completion of payment in full.

NON-CONTRIBUTORY PENSION (O.C. 1307/48; 212/71)

1. Where pensions are granted to employees for non-contributory service with the various boards or corporations, such boards or corporations shall pay into the General Revenue Fund an amount of money equal to the capitalized value of the said non-contributory pensions, such capitalized value to be calculated in accordance with tables in use from time to time by the Public Service Pension Board, and such amounts shall be due and payable upon receipt of an account

rendered by the Executive Director of the Public Service Pension Board.

PENSIONABLE RE-EMPLOYMENT (O.C. 24/55; 561/56; 823/62)

1. "Pensionable re-employment" means any period of re-employment during which a re-employed person receives both a salary and his pension.
2. A person receiving a pension under this Act may have pensionable re-employment not exceeding a total of four months in any calendar year, but the Public Service Pension Board may extend such pensionable re-employment to not more than eight months in any calendar year if in its opinion the circumstances warrant such extension.
3. (1) A retired person shall not have pensionable re-employment during the three-month period immediately following his retirement from the Service.

(2) When a person has been given pensionable re-employment during any period in the month of December in any year, he shall not thereafter be eligible for pensionable re-employment until the first day of February in the following year.
4. In cases of casual re-employment, a total of eight-four (84) working days in a calendar year shall be deemed to be equivalent to four months of pensionable re-employment.

MARRIED FEMALE EMPLOYEES (O.C. 1600/70; 212/71)

1. A married female employee who is not divorced or legally separated from her husband and whose husband is cap-

able of gainful employment may participate in the Pension plan only by applying to do so within twenty-four months from

(a) the date she commenced employment
with the Government, or

(b) the date of her marriage

whichever occurs last, except where circumstances in the opinion of the Public Service Pension Board warrant the acceptance of such application after the expiration date of the twenty-four month period.

ALTERNATIVE PENSION CALCULATION (O.C. 212/71)

1. Effective January 1, 1971, in calculating alternative pensions, the table be applied by using the nearest attained age rather than the last attained age.

PENSION ADJUSTMENT REGULATIONS (O.C. 2001/69; 604/70; 2321/70; 146/71)

1. These regulations may be cited as The Public Service Pension Adjustment Regulations.
2. The Public Service Pension Board is authorized to make the following adjustments in pension:
 - a) in respect of every pension granted prior to January 1, 1969, each pension is increased by 3% per annum of the monthly pension payable as of September, 1969, in accordance with the following schedule:

<u>YEAR OF RETIREMENT</u>	<u>PERCENTAGE OF INCREASE</u>
1959 and over	30%
1960	27%
1961	24%
1962	21%
1963	18%
1964	15%
1965	12%
1966	9%
1967	6%
1968	3%

b) in respect of every pension granted prior to January 1, 1970, each pension is increased to 2 1/2% of the monthly pension to which a person is entitled as of December, 1969.

3. 1) The adjustment in pension under section 2, clause (a) is payable from October 1, 1969.

2) The adjustment in pension under section 2, clause (b) is payable from January 1, 1970.

3a. In respect to a deferred pension that is payable, the percentage of increase shall be computed from the year of termination of service but the adjustment in pension shall be payable from the year pension payment is made in accordance with section 2 and 3.

3b. Where the employment of a person continues after he has attained the retirement age of 65, the percentage of increase shall be determined by taking into account the increases he would have been eligible to receive had he terminated his employment at age 65, but the actual adjustment in pension shall be paid from the effective date pension payment is made.

4. Effective January 1, 1971, pensions are hereby increased by 2 1/2% of the actual amount of pension payable in December, 1970.
5. Notwithstanding this regulation any person in receipt of a pension may decline to accept all or any portion of the adjustment in pension.

- RULINGS -

PARTICIPATION

1. Married female employees who choose not to participate under Part I of the Pension Plan may not participate under Part II.

CONTRIBUTIONS

1. An employee who is to be employed for a period of less than one year is not required to contribute to the Plan. This does not apply to an employee placed in a classified position of a permanent nature.
2. Effective January 1, 1968, interest shall be charged on contribution arrears with respect to an employee's first year of service.
3. Employee contributions may cease four to six weeks prior to the termination of employment, or the marriage of a female employee.
4. Where an employee terminates employment after contributing both employee and employer contributions with respect to prior service, he shall be entitled to a refund of both employee and employer contributions on that service.
5. Government Boards and Public Service bodies are required to pay employer contributions on prior service of their former employees.

PENSIONABLE SERVICE

1. Persons who, after April 1, 1962, transferred their employment from a local authority to the Provincial Government, or vice versa, and who received a refund of their pension contributions, are permitted to repay their contributions with interest, in order that such contributions and interest may be transferred under the reciprocal agreement.
2. The months of July and August are recognized as pensionable in the case of Instructors in the Department of Education who terminate their service at the end of the school year (August 31) and are paid salary to that date, despite the fact that the Department makes June 30 the effective date of termination so that positions may be available for new appointments.
3. Service with the University of Alberta during the summer months by a student in receipt of a Research Grant is considered to be pensionable and contributions are required at the rate of 10% of salary.
4. Leave of Absence without pay up to three years, for educational purposes, may be recognized as pensionable providing the employee pays the employer's contributions on the second and third years.

PENSION AND DEATH BENEFITS

1. The beneficiary of a deceased employee may be allowed to pay arrears in pension contributions ONLY if the employee had made arrangements to pay these contributions prior to his death.
2. Where a deceased employee's Designation of Beneficiary, filed with the Board, and his Will are at

variance, the Pension Board shall be governed by the Designation of Beneficiary on file. (Legal ruling.)

3. Within the meaning of the Act, a widow is defined as a woman who has survived a man to whom she was lawfully married and who was his wife at the time of his death. (Legal ruling.)

APPENDIX "C"

WHAT TO TELL AN EMPLOYEE

When an employee commences with you and is eligible to participate under Part I of the Public Service Pension Plan, the following information should be given regarding the Plan:

PARTICIPATION

It should be brought to the employee's attention that participation in the Pension Plan is a condition of employment.

Only married women who are not widowed, divorced or legally separated are given the option of participation and they are given two years within which to decide whether or not they wish to participate. The two-year period is determined

- from the date of commencement of employment with the present employer, or
- from the date of marriage, whichever occurs last.

If an employee is age 55 or over on commencement of employment and he does not have any previous public service, or service with a body with whom there is a reciprocal agreement, he cannot participate under Part I of the Plan.

CONTRIBUTIONS

Contributions are required at the rate of 3.5% of salary up to the year's maximum pensionable earnings under the Canada Pension Plan and 5% over that maximum.

INTEREST

Contributions made by an employee to the Pension Plan accrue interest at the rate of 4% per annum compounded semi-annually. Only a nominal interest is paid because the purpose of the Plan is to benefit long service employees who take a pension.

It is not the amount of money in the Fund that determines benefits. However, an employee stands to realize from five to six times the amount he has contributed, plus interest, if he remains until retirement.

TERMINATION OF EMPLOYMENT

Upon termination of employment the employee has the following options:

- a) A refund of pension contributions, plus interest, if contributions have been made on one or more years of service. When a refund is made 10% or 15% is withheld for income tax deduction.
- b) If the employee has 10 years pensionable service, contributions may be left in the fund until age 60 at which time he is entitled to receive a deferred pension. If he does not have 10 years service, the contributions may be left in the Plan gather-

ing interest at the rate of 4% per annum compounded semi-annually.

- c) Contributions may be transferred to another body with whom there is a reciprocal agreement, in which case both the employee and employer contributions are transferred. If the employee resigns or is transferring to another employer he may transfer the employee contributions, including interest, to another registered pension or retirement savings plan. When a transfer is made income tax is not deducted.
- d) A person may apply for an immediate pension if he has sufficient service and meets the requirements for retirement, or the pension is approved by the Pension Board.

PENSIONABLE SERVICE

Pensionable service is service that is taken into account when computing a pension and may include service with the Alberta Government; Canadian or Allied Forces during war time; peace time service in the Canadian Forces; Canadian cities, towns, municipalities, school divisions, counties, hospitals; the Federal Government; service as a teacher in Canada; or any public service approved by the Pension Board.

Terms and conditions of establishing pensionable service are set by the Public Service Pension Board.

RETIREMENT

Normal retirement is at age 65. Early retirement, on a full formula pension, may be granted to an employee whose pensionable service is

- a) not less than 25 years after attaining the age of 60, or
- b) not less than 35 years after attaining the age of 55.

Early retirement may also be granted to anyone age 55 or over on a reduced pension, providing he has not less than 10 years pensionable service. For reasons of disability, retirement may be granted at any age.

NORMAL PENSION FORMULA

The amount of money that an employee contributes to the Pension Plan does not govern the amount of pension he is to receive. The pension is determined by the length of his pensionable service and the amount of his salary.

The normal pension is a formula of 2% of the highest average salary for five consecutive years, multiplied by the total number of years of pensionable service. There is an adjustment in the percentage of salary taken after January 1, 1966, because of the Canada Pension Plan.

BENEFICIARIES

The employee should designate a beneficiary in the event of death while in the service by completing a designation of beneficiary form and filing it with the Pension Board.

Marriage subsequent to completing the designation of beneficiary form renders the original designation invalid and a new designation form should be completed and filed with the Board.

Where there is a dependent child under the age of 21, the child should be named as the second beneficiary in case of the death of both the contributor and his first-named beneficiary, (see Death Benefits).

An employee who is widowed, divorced or legally separated, or a female employee who has no legal spouse, and where there is a dependent child under 21 years of age, the dependent child may be named as first beneficiary, (see Death Benefits).

DEATH BENEFITS

- a) Upon the death of an employee while in the service the widow, dependent widower or dependent child under the age of 21, is entitled to receive a lump sum payment equal to twice the amount of the accumulated employee contributions and interest.
- b) Where an employee has 10 or more years of pensionable service, the widow or dependent widower is entitled to receive a pension payable for life. This pension is usually between 75% and 80% of the employee's normal pension. The pension is not affected by remarriage.
- c) Where an employee who is widowed, divorced or legally separated, or a female employee who has no legal spouse, and a dependent child under 21 years

of age has been named as first beneficiary; in the event of the employee's death the first-named beneficiary will receive double the employee's contributions plus interest.

- d) Any other beneficiaries, including a common-law spouse, or estate are entitled to only the accumulated employee contributions and interest.

PROOF OF AGE

Proof of age must be furnished before any retirement or survivor benefits are paid.

STATEMENT OF ACCOUNT

A "Statement of Account," showing the accumulated contributions, interest and payment of prior service, is prepared and distributed annually by the Pension Board for each employee. The statement also briefly outlines how the employee can calculate his pension and supplies him with general information regarding the Plan.

FORMS USED IN THE ADMINISTRATION OF
THE PUBLIC SERVICE PENSION PLAN

Certain forms have been prescribed for use in carrying out the provision of the Public Service Pension Plan. The required forms on behalf of each employee brought under the Pension Plan must be completed.

Since the majority of the pension accounts are processed by computer, these forms must be completed in the prescribed manner and forwarded to the Public Service Pension Board.

In most instances the Pension Board does not supply the necessary forms, but they can be ordered from

The Queen's Printer
11510 Kingsway Avenue
Edmonton, Alberta

PRICE LIST

P 1	Registration	Padded 25/pad	25¢ per pad
P 2	Designation of Beneficiary	"	"
P 3	Remittance (Part I)	"	"
P 4	Remittance (Part II)	"	"
P 5	Application for Disability Pension	"	"
P 6	Notice of Assignment	"	40¢ per pad
P 10	Notice of Termination	"	25¢ per pad
P 11	Remittance (Assignments)	"	"
P 15	Establishing Prior Service	"	"
P 17	Notice of Absence	"	"
P 19	Application for Early Retirement	"	"
P 20	Retirement	"	"
P 40	Name Change	"	"
P 50	Notice of Decision	"	"

*Prices effective
January 1, 1971*

*Please order forms from the Queen's Printer
11510 Kingsway Avenue, Edmonton, Alberta.*

PAY PERIOD NUMBER CALENDAR

PSP 65

1	JANUARY	1 001	2 002	3 003	4 004	5 005	6 006	7 007	8 008	9 009	10 010	11 011	12 012	13 013	14 014	15 015	16 016	17 017	18 018	19 019	20 020	21 021	22 022	23 023	24 024	25 025	26 026	27 027	28 028	29 029	30 030	31 031	1
2	FEBRUARY	1 032	2 033	3 034	4 035	5 036	6 037	7 038	8 039	9 040	10 041	11 042	12 043	13 044	14 045	15 046	16 047	17 048	18 049	19 050	20 051	21 052	22 053	23 054	24 055	25 056	26 057	27 058	28 059	29 060	30 061	31 062	2
3	MARCH	1 060	2 061	3 062	4 063	5 064	6 065	7 066	8 067	9 068	10 069	11 070	12 071	13 072	14 073	15 074	16 075	17 076	18 077	19 078	20 079	21 080	22 081	23 082	24 083	25 084	26 085	27 086	28 087	29 088	30 089	31 090	3
4	APRIL	1 091	2 092	3 093	4 094	5 095	6 096	7 097	8 098	9 099	10 100	11 101	12 102	13 103	14 104	15 105	16 106	17 107	18 108	19 109	20 110	21 111	22 112	23 113	24 114	25 115	26 116	27 117	28 118	29 119	30 120	31 121	4
5	MAY	1 121	2 122	3 123	4 124	5 125	6 126	7 127	8 128	9 129	10 130	11 131	12 132	13 133	14 134	15 135	16 136	17 137	18 138	19 139	20 140	21 141	22 142	23 143	24 144	25 145	26 146	27 147	28 148	29 149	30 150	31 151	5
6	JUNE	1 152	2 153	3 154	4 155	5 156	6 157	7 158	8 159	9 160	10 161	11 162	12 163	13 164	14 165	15 166	16 167	17 168	18 169	19 170	20 171	21 172	22 173	23 174	24 175	25 176	26 177	27 178	28 179	29 180	30 181	31 182	6
7	JULY	1 182	2 183	3 184	4 185	5 186	6 187	7 188	8 189	9 190	10 191	11 192	12 193	13 194	14 195	15 196	16 197	17 198	18 199	19 200	20 201	21 202	22 203	23 204	24 205	25 206	26 207	27 208	28 209	29 210	30 211	31 212	7
8	AUGUST	1 213	2 214	3 215	4 216	5 217	6 218	7 219	8 220	9 221	10 222	11 223	12 224	13 225	14 226	15 227	16 228	17 229	18 230	19 231	20 232	21 233	22 234	23 235	24 236	25 237	26 238	27 239	28 240	29 241	30 242	31 243	8
9	SEPTEMBER	1 244	2 245	3 246	4 247	5 248	6 249	7 250	8 251	9 252	10 253	11 254	12 255	13 256	14 257	15 258	16 259	17 260	18 261	19 262	20 263	21 264	22 265	23 266	24 267	25 268	26 269	27 270	28 271	29 272	30 273	31 274	9
10	OCTOBER	1 274	2 275	3 276	4 277	5 278	6 279	7 280	8 281	9 282	10 283	11 284	12 285	13 286	14 287	15 288	16 289	17 290	18 291	19 292	20 293	21 294	22 295	23 296	24 297	25 298	26 299	27 300	28 301	29 302	30 303	31 304	10
11	NOVEMBER	1 305	2 306	3 307	4 308	5 309	6 310	7 311	8 312	9 313	10 314	11 315	12 316	13 317	14 318	15 319	16 320	17 321	18 322	19 323	20 324	21 325	22 326	23 327	24 328	25 329	26 330	27 331	28 332	29 333	30 334	31 335	11
12	DECEMBER	1 335	2 336	3 337	4 338	5 339	6 340	7 341	8 342	9 343	10 344	11 345	12 346	13 347	14 348	15 349	16 350	17 351	18 352	19 353	20 354	21 355	22 356	23 357	24 358	25 359	26 360	27 361	28 362	29 363	30 364	31 365	12

* NOTE 28 & 29 OF FEBRUARY HAVE SAME END PAY PERIOD NUMBER.

1 ← DAY OF THE MONTH.

001 ← END PAY PERIOD NUMBER.

PAY PERIOD NUMBER CALENDAR

PURPOSE

The purpose of a pay period calendar is to provide a uniform system of determining the pay period number when reporting monthly contributions on the remittance statements.

PROCEDURE

The heavy black numbers represent the day of the month and the small red numbers represent the end pay period number.

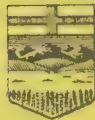
e.g.:

Should the pay period end on September 17 the number to be used in the "End Pay Period" column would be 260.

Note:

Pay period numbers for February 28 and 29 are the same. Whenever a pay period end falls on either of these dates, 059 must be the number used for each.

*(Extra copies of the Pay Period Calendar
may be obtained from this office.)*



THE PUBLIC SERVICE PENSION ACT REGISTRATION

Date _____

COL 1 - 2	3 - 5	6 - 9	10	11 - 19	20
<div>3</div>	<div>1 1 1</div>	<div></div>	<div></div>	<div></div>	<div></div>
1-PART I 2-PART II		EMPLOYER No.	1-MONTHLY PAY 2-BIWEEKLY PAY	SOCIAL INSURANCE NUMBER	1-SAL 2-WAGE

NAME OF EMPLOYEE

21

50

SURNAME GIVEN NAMES

51	52	STATUS CODE * 1-SINGLE 2-MARRIED 3-SEPARATED 4-DIVORCED 5-WIDOWED
<div></div>	<div></div>	
1-MALE 2-FEMALE	STATUS	

POSITION _____

EMPLOYER _____

53 - 55
RATE
<div></div>
PART II

56	-	61
DAY	MO.	YR.
<div></div>	<div></div>	<div></div>
DATE OF BIRTH		

63	-	68
DAY	MO.	YR.
<div></div>	<div></div>	<div></div>
COMMENCEMENT OF EMPLOYMENT		

DAY	MO.	YR.
<div></div>	<div></div>	<div></div>
COMMENCEMENT OF CURRENT CONTRIBUTIONS		

NOTE:

- (1) Employee must be employed on a full time continuous basis for a minimum average of 30 hours per week throughout each year, to be eligible under Part 1.
- (2) Employee should designate a beneficiary by completing form P2.

Enter below previous employers who are government bodies or local authorities. (Canadian Cities, Towns, Municipalities, School Divisions, Counties, Hospitals, Federal & Provincial Governments, Government Boards, Canadian or Allied Armed Services, Employers of Teachers in Canada, Etc.)

NAME OF FORMER EMPLOYER	COMMENCEMENT OF SERVICE	TERMINATION OF SERVICE

PLACE OF BIRTH: _____ CITY _____ PROVINCE _____ COUNTRY _____

*** FEMALE EMPLOYEE**

DATE OF CHANGE OF STATUS _____ 19 _____ MAIDEN NAME: _____

PENSION BOARD ONLY			
F L	CONTS	B.C.	MACH
<div></div>	<div></div>	<div></div>	<div></div>

I certify that to the best of my knowledge the information given above is correct.

P 1 - REGISTRATION

PURPOSE

- a) To register employees under the pension plan.
- b) To re-register former employees who had terminated previously.
- c) To notify the Pension Board of an employee who has transferred to your department from another department.

PROCEDURE

The form is to be completed in the following manner:

A completed form DPC-103 will be accepted from departments or boards using the Data Centre.

"DATE" - The date the form is completed.

Column 2 "PART I - PART II"

The part should be indicated to distinguish the part of the pension plan in which the employee is participating. (See pages 7 and 49.)

Columns 6 - 9 "EMPLOYER NO."

Insert your department identification number in these columns when you have been assigned a number by the Pension Board. The number is always preceded by "0"; e.g. 0001 or 0100.

Column 10 "MONTHLY PAY - BIWEEKLY PAY"

Employees on a monthly pay basis should be indicated by the use of code 1 and those on a biweekly basis by the use of code 2.

Columns 11 - 19 "SOCIAL INSURANCE NUMBER"

Insert the Social Insurance Number of the employee in these columns. This is necessary because the account will be identified by this number in the computer program. If the employee does not have a number, one should be obtained from the Unemployment Insurance Commission.

Column 20 "SALARY - WAGE"

Indicate by the use of code 1 or 2 whether the employee is on a salary or wage basis.

Column 21 - 50 "NAME OF EMPLOYEE"

The employee's full name should appear in these columns, surname first in block capitals followed by the given names. (Care should be taken not to exceed 30 spaces. Abbreviations of given names or the initial of the second given name should be used when the names exceed 30 spaces.)

Column 51 "MALE - FEMALE"

Indicate the sex of the employee by the use of code 1 or 2.

Column 52 "STATUS CODE"

Indicate the marital status of the employee by the use of the proper code number. (See Page 11.)

"POSITION"

The working title of the person taking the position.

"EMPLOYER"

The name of the Department, Board or Government Body.

Columns 53 - 55 "RATE PART II"

These columns are to be used ONLY when persons are participating under Part II of the plan. Then the rate of contributions must appear in these columns; i.e. 03.0 - 10.0 per cent.

Columns 56 - 61 "DATE OF BIRTH"

The date of birth is to be filled in by using a numerical code; e.g. January 12, 1945, should read 12 01 45.

Columns 63 - 68 "COMMENCEMENT OF EMPLOYMENT"

The date of commencement should appear in the same manner as the date of birth.

"COMMENCEMENT OF CURRENT CONTRIBUTIONS"

These columns must be filled in by using the method described above.

"NAME OF FORMER EMPLOYER"

The names should be listed if this information is known. (Prior service with any of the public bodies indicated may be recognized pensionable.)

"COMMENCEMENT OF SERVICE" and "TERMINATION OF SERVICE"

Dates of commencement and termination of service where such information is known.

"FEMALE EMPLOYEE":

"DATE OF CHANGE OF STATUS"

This is required since participation or withdrawal is governed by the current status of the female employee. (See Column 52.)

"MAIDEN NAME"

This is required because the female employee may have been registered previously under her maiden name.

"AUTHORIZED SIGNING OFFICER"

The signature of the authorized signing officer.

Please insure that all squares are completed. Where the number does not completely fill the squares, zeros must be substituted.



THE PUBLIC SERVICE PENSION ACT

DESIGNATION OF BENEFICIARY

In the matter of designation of beneficiary provided for under section 27 of The Public Service Pension Act---when an employee dies while in the service of the Government or the Legislative Assembly certain benefits shall be paid to his beneficiary---the following should be completed and forwarded to The Public Service Pension Board.

I, _____
(name in full) _____
(Social Insurance No.)

an employee under The Public Service Pension Act, do hereby designate

M _____,
(name in full) _____ (relationship)

(address)

as my beneficiary in the event my death should occur while in the service of the Government.

In the event of the death of the above-named, I hereby designate

* M _____,
(name in full) _____ (relationship)

(address)

as my beneficiary.

(Signature of Employee)

Witnessed this

_____ day of _____ 19 _____

(Signature of Witness)

* You may wish to designate a dependant child (or children) under age 21 as an alternate beneficiary who is entitled to receive increased benefits as provided for in section 28 of The Public Service Pension Act.

P 2 - DESIGNATION OF BENEFICIARY

PURPOSE

In the event of the death of an employee while in the Government service, certain benefits are granted to the beneficiary. To ensure that these benefits are paid in accordance with the employee's wishes, this form should be completed and forwarded to the Pension Board at the commencement of employment. It is on the basis of this completed form that benefits are paid to a beneficiary and such benefits are not subject to any claims by the deceased employee's creditors.

Where an employee has named his spouse as his first beneficiary and has a dependent child under 21 years of age, it is advisable to name the child as a second or alternative beneficiary. Then in the event of the death of both the employee and the first-named beneficiary, the surviving dependent child will receive double the employee contributions plus interest.

It should also be noted that an employee who is widowed, divorced or legally separated, or a female employee who has no legal spouse, and there is a dependent child under 21 years of age, the dependent child may be named as the first beneficiary. When such is the case, the first named beneficiary will be entitled to double the employee's contributions plus interest should the employee die while in service.

PROCEDURE

This form should be completed by the employee, naming

his beneficiary and alternative beneficiary, and signed in the presence of a witness when the employee is brought under the pension plan.

The completed form should accompany Registration form P 1 when it is forwarded to the Pension Board.

THE PUBLIC SERVICE PENSION ACT REMITTANCE STATEMENT PART I

EMPLOYER _____

DATE _____

COL. 1 2 4 5 6 7 8 9

1	1	1	1				
---	---	---	---	--	--	--	--

EMPLOYER No.

[illegible]

PENSION BOARD ONLY		
REC	CONT	PUNCH

TOTAL 

(DO NOT PUNCH)

AUTHORIZED SIGNING OFFICER

P 3 - REMITTANCE STATEMENT

(PART I)

PURPOSE

Contributions deducted from employees' salaries and employer contributions made under Part I of the pension plan are to be shown on this statement so that the contributions may be credited to each employee and employer pension account.

PROCEDURE

This remittance statement must accompany each monthly payment forwarded to the Pension Board and such payments must be submitted within fifteen days after the end of the calendar month in which the deductions were made.

Computer tapes or listings are acceptable in lieu of form P-3 REMITTANCE STATEMENT where approved.

The P 3 form is to be completed in the following manner:

"EMPLOYER" - The name of the employer.

"DATE" - Month and year that contributions cover.

Columns 6 - 9 "EMPLOYER NO."

Insert the number allocated by the Pension Board. This number must always appear on the statement and is always preceded by "0" (e.g. 0001 or 0100).

Columns 11 - 19 "SOCIAL INSURANCE NUMBER"

The Social Insurance number of each employee is used to identify the account under the computer program and must be indicated on all statements. (Do not use hyphens or any other punctuation to separate numbers.)

Column 20 "SALARY - WAGES"

Indicate by the use of code numbers 1 or 2 whether the employee is paid by salary or wages.

Columns 21 - 50 "NAME"

The employee's surname must be placed first followed by given names or initials.

Column 51 "PAY PERIOD"

The code numbers 1, 2 or 3 represents the number of pay periods in the remittance.

Columns 52 - 54 "END PAY PERIOD"

This represents the last day covered by the remittance. The number of days of the year is used in this column to designate the end of the pay period; (e.g. - if the pay period ends on December 31, the number appearing in this column will be indicated by the number 365).

"PERIOD COVERED"

This column will only be used where the remittance does not cover a full month due to an employee commencing or resigning during the month covered, or the remittance covers more than a full month. Any periods of retroactive pay should also be recorded in this column. Indicate the exact period for which the contributions are being made.

Columns 55 - 60 "RATE OF SALARY"

This column must show the employee's gross rate of salary even though it may not be the actual amount of salary paid. Do not include overtime pay or make a deduction for lost time. When submitting payment for a portion of a month, the salary indicated should be the gross rate paid for that period. On biweekly pay, the amount in this column must reflect the amount on which deductions have been reported.

Columns 61 - 80

"EMPLOYEE CONTRIBUTIONS - EMPLOYER CONTRIBUTIONS"

The amount of employee and matching employer contributions must appear in the proper columns; that is:

3.5% of the gross rate of salary up to the years's maximum pensionable earnings under the Canada Pension Plan, and 5% of the gross rate of salary over that maximum.

"AUTHORIZED SIGNING OFFICER"

The statement must be certified by an authorized signing officer. (Larger employers requiring more than one form for each remittance may cut the form below the totals and sign only the last copy.)



AUTHORIZED SIGNING OFFICER

P 4 - REMITTANCE STATEMENT

(PART II)

PURPOSE

Contributions deducted from the salary of employees and the employer contributions made under Part II of the pension plan are to be shown on this statement in order that the contributions may be credited to each employee and employer pension account.

PROCEDURE

This statement is forwarded together with the remittance to the Pension Board within fifteen days after the end of each calendar month in which the deductions were made.

Computer tapes or listings are acceptable in lieu of form P-4 REMITTANCE STATEMENT where approved.

The form is to be completed the same as the form P-3 REMITTANCE STATEMENT but with the following exceptions:

Columns 55 - 60 "SALARY"

This column must show the employee's actual salary received which should include pay in lieu of holidays, less deductions for lost time. (See page 49.)

Columns 66 - 70 and 76 - 80

"EMPLOYEE CONTRIBUTIONS - EMPLOYER CONTRIBUTIONS"
The employee and employer contributions must appear in the correct columns. The employee may contribute from 3% to 10% of actual salary. The employer matches the employee contributions up to a maximum of 5% of the actual salary.



THE PUBLIC SERVICE PENSION ACT

APPLICATION FOR DISABILITY PENSION

To: The Public Service Pension Board
Terrace Building
Edmonton 6, Alberta

DATE _____ 19____

Dear Sir:

I hereby apply for a pension under section 11(1)(b) of THE PUBLIC SERVICE PENSION ACT.

A. NAME _____ SOCIAL INSURANCE NUMBER _____
ADDRESS _____
EMPLOYER _____
ADDRESS _____

B. REASON FOR APPLICATION _____

C. EFFECTIVE DATE OF RETIREMENT _____ 19____

D. DOCTOR WHO MAY BE CONTACTED FOR VERIFICATION OF DISABILITY

DOCTOR _____

ADDRESS _____

NOTE: THE PUBLIC SERVICE PENSION BOARD RESERVES THE RIGHT TO REQUEST THE CONTRIBUTOR TO
APPEAR BEFORE ANOTHER DOCTOR FOR EXAMINATION.

SIGNATURE OF APPLICANT

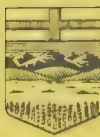
P 5 - APPLICATION FOR DISABILITY PENSION

PURPOSE

When an employee requests early retirement due to mental or physical disability he must furnish the Pension Board with an application stating the reason for this request and give the name of a doctor who the Board may contact to verify the claim.

PROCEDURE

The form should be completed in full by the employee and mailed directly to the Public Service Pension Board. The employee will be advised of the Board's decision after the application has been considered.



THE PUBLIC SERVICE PENSION ACT
NOTICE OF ASSIGNMENT

COL.

1 - 2
3

1-PART I
2-PART II

3	-	5
7	1	

1-ACTIVE
2-INACTIVE

6	-	9

EMPLOYER No.

11	-	19

SOCIAL INSURANCE No.

20

1=SAL.
2=WAGE

I _____ of _____
(Name in Full) (Address)

hereby appoint THE PUBLIC SERVICE PENSION BOARD my lawful Attorney, to receive from _____

_____, or other person authorized to pay same, the sum of _____
(Name of Employer)

21	-	27
\$		

EMPLOYEE ARREARS

PUBLIC SERVICE PENSION BOARD ONLY	
28	31 - 36
1-ADD INT. 2-NO INT.	MONTHLY INTEREST

now due or which may hereafter become due and payable to me. Payments are to be made to THE PUBLIC SERVICE PENSION BOARD at the rate of \$ _____ per month. Deductions from my earnings to commence _____ 19 ____.

CONDITIONS OF ACCEPTANCE

1. Remittance to be made to the assignee monthly.
2. Assignment terminated when payment made in full or otherwise agreed upon between assignee and assignor.

WITNESS DATE ASSIGNOR

EMPLOYER ASSIGNMENT: (To be completed only if employer arrears are being paid by monthly instalments.)

41	-	47
\$		

EMPLOYER ARREARS

48

1-ADD INT.
2-NO INT.

51	-	56
\$		

MONTHLY INTEREST

60

9-TERMINATION

PUBLIC SERVICE PENSION BOARD ONLY

PUBLIC SERVICE PENSION BOARD ONLY		
CONT.	P 15	APPROVED:

AUTHORIZED SIGNING OFFICER

P 6 - NOTICE OF ASSIGNMENT

PURPOSE

This form must be completed in triplicate on behalf of employees who wish to pay on prior service by having deductions made from salary.

PROCEDURE

The original is forwarded to the Pension Board to establish an assignment account; the second copy (green) is given to the employee; the third copy (white) is retained by the employer.

Remittance should be made on form P 11.

This form should be completed in the following manner:

Column 2 "PART I - PART II"

Insert code 1 or 2 to indicate under which part of the Public Service Pension Plan the employee is participating.

Column 5 "ACTIVE - INACTIVE"

If the assignment is for a person who is making current contributions, code 1 should be inserted in this column. If the person is NOT making current contributions, as may be the case if 35 years of service have been completed or the person has reached the age of 65 but remains employed and is paying on prior service, code 2 should be used.

Column 6 - 9 "EMPLOYER NUMBER"

Insert the employer number in these columns. If you have not been assigned a number, it is not necessary for you to complete these columns.

Columns 11 - 19 "SOCIAL INSURANCE NUMBER"

Insert the employee's Social Insurance Number in these columns. Care should be taken to ensure that the correct number is used because the account will be identified by this number.

Column 20 "SALARY - WAGES"

Indicate by code numbers 1 or 2 whether employee is paid salary or wages.

"NAME" and "ADDRESS" of employee as well as the "NAME OF EMPLOYER" should appear in the spaces provided.

Columns 21 - 27 "EMPLOYEE ARREARS"

These columns should indicate the amount owing by the employee. This information is supplied by the Pension Board office upon request.

Columns 28, 31 - 36.

These will be completed by the Pension Board office.

The RATE OF PAYMENT PER MONTH and the DATE it is to commence should appear in the spaces provided. Payment should be in multiples of \$5, (payments should be completed within a reasonable time and in no case be extended beyond retirement).

The form must be signed by the employee in the presence of a witness.

"EMPLOYER ASSIGNMENT"

If the employer is in arrears on prior service and wishes to make payments by monthly installments, the information below the double lines should be completed. Do not complete if payment is to be made in one lump sum by the employer.

Columns 41 - 47 "EMPLOYER ARREARS"

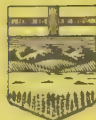
These columns should indicate the total amount owing by the employer. This information is supplied by the Pension Board office upon request. The amount of the monthly payment to be made by the employer need not appear on the statement.

Columns 48, 51 - 56 and 60.

These columns will be completed by the Pension Board office.

"AUTHORIZED SIGNING OFFICER"

The signature of the authorized signing officer must appear on all forms.



THE PUBLIC SERVICE PENSION ACT

NOTICE OF TERMINATION

DATE: _____ 19____

A.

COL. 1	-	4	6	-	9	11	-	19
3	9	1						
1=PART I 2=PART II			EMPLOYER No.			SOCIAL INSURANCE NUMBER		
			21			50		
			SURNAME			GIVEN NAMES		
						(.....) MAIDEN SURNAME		
			ADDRESS _____					
						51 - 53 LAST UPDATE Pension Board Only		

B.

LAST DAY PAID (TERMINATION DATE) _____ 19____

FINAL DEDUCTION MADE ON _____ 19____ PAYROLL

IF INDEBTEDNESS TO BE RECOVERED FROM REFUND STATE AMOUNT \$ _____

C.

EMPLOYEE WISHES:

- ☐ REFUND OF CONTRIBUTIONS
- ☐ CONTRIBUTIONS LEFT ON DEPOSIT
- ☐ DEFERRED PENSION
- ☐ TRANSFER TO ANOTHER PLAN _____

NAME OF PLAN

ADDRESS

- ☐ TRANSFER ACCOUNT TO _____
- ☐ RETIRE ON IMMEDIATE PENSION

NAME OF NEW EMPLOYER

Pension Board Only

FILMED	REFUND	DATA

EMPLOYER

SIGNATURE OF AUTHORIZED SIGNING OFFICER

POSITION TITLE

P 10 - NOTICE OF TERMINATION

PURPOSE

This form is used to notify the Pension Board of the resignation, dismissal, transfer or retirement of an employee and what action is to be taken in connection with the account. There can be no refund or transfer of pension contributions, or payment of pension benefits until this form is completed and forwarded to the Pension Board.

PROCEDURE

The form is to be completed in the following manner:

Form DPC 105 may be used by those departments and boards utilizing the Data Centre.

"DATE"

The date of completion of the form.

Column 2 "PART I - PART II"

Insert code numbers 1 or 2 to indicate whether employee is participating under Part I or Part II of the pension plan.

Columns 6 - 9 "EMPLOYER NO."

Insert the number allocated by the Pension Board. The number is always preceded by "0" (e.g. 0010 or 0100).

Column 11 - 19 "SOCIAL INSURANCE NO."

Employee's Social Insurance number must be recorded. Do not use any punctuation marks between numbers.

Columns 21 - 50 "SURNAME - GIVEN NAMES"

Insert the full name of the employee with the surname first followed by given names or initials.

Columns 51 - 53 "LAST UPDATE"

Do not complete. For Pension Board use only.

"MAIDEN SURNAME"

If employee is a married woman indicate her maiden surname because the pension account may be listed under this name.

"ADDRESS"

The latest address of the employee is required so that the T4A income tax statement may be forwarded at the year end.

"LAST DAY PAID (TERMINATION DATE)"

Indicate the date on which the employee ceases to be employed.

"FINAL DEDUCTION MADE ON"

Insert the payroll date on which the last pension deduction was made.

"IF INDEBTEDNESS TO BE RECOVERED FROM REFUND STATE AMOUNT"

Where the employee is indebted to the Government and you wish to obtain payment from the Pension Board -- providing you were not able to recover the indebtedness by any other method -- indicate the amount of the debt.

"EMPLOYEE WISHES:"

One square must be marked with a check (✓) to indicate the action to be taken in regards to the contributions in the fund. If a transfer is indicated, please name the pension or retirement plan and the address to where the transfer may be made.

Where an employee is leaving to work for another Government Body or a Local Authority, the name of the employer should be recorded in the space provided.

"EMPLOYER"

Name of Department, Board and Branch.

"SIGNATURE OF AUTHORIZED SIGNING OFFICER"

The form must be signed by an authorized signing officer, including his position and title.

ASSIGNMENTS

DATE _____

EMPLOYER _____

COL 1	2	4	5	6	-	9
1		1				
1 = PART I 2 = PART II		1 = ACTIVE 2 = INACTIVE		EMPLOYER No.		

11	-	19 21	-	50 52	-	54 66	-	70 76	-	80
----	---	-------	---	-------	---	-------	---	-------	---	----

[illegible]

TOTAL _____
(DO NOT PUNCH)

PENSION BOARD ONLY		
REC	CONT	PUNCH

AUTHORIZED SIGNING OFFICER

P 11 - REMITTANCE STATEMENT

(ASSIGNMENTS)

PURPOSE

Contributions made in respect to prior service under Part I or Part II of the pension plan by deductions from employees' monthly salaries are to be shown on this statement.

PROCEDURE

The statement must be forwarded to the Pension Board together with the payment fifteen days after the end of each calendar month in which the deductions were made.

The form is to be completed in the following manner:

"DATE" and "NAME OF EMPLOYER"

Insert the month in which the deductions were made and the name of the employer in the spaces provided.

Columns 2 "PART I - PART II"

Indicate under which part of the pension plan the employee is participating. Employees under Part I use code 1: under Part II use code 2.

Column 5 "ACTIVE - INACTIVE"

Where an employee is making monthly contributions on current service as well as paying on prior service, code 1 must be indicated. Where an employee is no longer actively contributing monthly on current service but is paying on prior service, code 2 must be used.

Columns 6 - 9 "EMPLOYER NUMBER"

Insert the employer number when one has been assigned. If you have not received a number leave the column blank.

Columns 11 - 19 "SOCIAL INSURANCE NUMBER"

The Social Insurance Number of the employee must be placed in these columns (do not use dashes). Care should be taken to ensure that the correct number is recorded. This is the means used in identifying the account under data processing.

Column 20 "SALARY - WAGES"

Indicate by the use of code numbers 1 or 2 whether the employee is paid salary or wages.

Columns 21 - 50 "NAME"

Insert employee's name; surname first, followed by given names or initials.

Columns 52 - 54 "END PAY PERIOD"

This represents the last day covered by the remittance. The number of days of the year is used in this column to designate the end of the pay period. (e.g. If the pay period ends January 31, the number appearing in this column will be 031. If the pay period ends on December 21, then the end of the pay period will be indicated by the number 365.)

Columns 66 - 70 and 76 - 80

"EMPLOYEE CONTRIBUTIONS" and "EMPLOYER CONTRIBUTIONS"
Employee and employer contributions on prior service must be placed in the assigned columns.

"AUTHORIZED SIGNING OFFICER"

The form must be signed by an authorized signing officer.



ESTABLISHING PRIOR SERVICE

[illegible]

PENSION BOARD ONLY	
CAL.	CHECK

Position Title

P 15 - ESTABLISHING PRIOR SERVICE

PURPOSE

This form should be completed on behalf of each employee under the pension plan who has prior service which may be recognized as pensionable.

PROCEDURE

The form should be completed in the following manner:

"NAME IN FULL"

Surname first followed by given names and preceded by the employee's correct Social Service number.

"POSITION"

Position held with the reporting employer.

"EMPLOYER"

Name Department, Board or Government Body and Branch.

"DATE OF COMMENCEMENT OF EMPLOYMENT"

Date employee first commenced employment.

"DATE OF COMMENCEMENT OF CONTRIBUTIONS"

Date current contributions, if any, under the pension plan commenced.

"PART I, PART II OF PENSION PLAN"

Indicate which part of the plan the employee is participating.

"LENGTH OF SERVICE"

The number of months and days worked during each six-month period.

"PERIOD OF EMPLOYMENT"

Employment must be shown in six-month periods of each calendar year;

(e.g. - 1960; January - June; July - December)

This is required because interest must be computed semi-annually on the June and December balances.

Leave of Absence - (period in excess of one week)
Periods of employment should include any periods of time lost or leave of absence without pay. The number of months and days "leave of absence" without pay should be shown separately. This is required since an employee may have only one year of authorized leave of absence without pay during his entire service recognized as pensionable, except as authorized by the Pension Board.

Breaks in Service - If there is an actual break in employment; for instance, when an employee is laid off from work and re-employed, this should be indicated by recording only the actual periods of employment.

Part-time or Seasonal Service - Part-time or seasonal service of an employee who has subsequently become employed on a full-time continuous basis may be recognized as pensionable and it should, be established.

Where there are no records to establish Service - When the service of an employee cannot be established due to records having been destroyed, the Pension Board will accept a Declaration sworn before a Commissioner for Oaths or a Notary Public by a person who has full knowledge of such employee's period of employment, and he should explain in the Declaration the circumstances which enabled him to provide the information given. The going rate of salary that was paid to the employee during that time for such service should be indicated. In such cases, however, the Pension Board will determine from the information submitted the service and rate of salary that will be recognized for pension purposes.

A personal Declaration before a Commissioner for Oaths by the employee concerned will be considered if there is

enough evidence from records to indicate that he was employed during the period or periods in question.

"SALARY INCREASES"

Show the effective date of the salary increase and the new monthly rate during the six-month period. This is required in order to check on the total amount of the rate of salary paid during the period in question.

"RATE OF SALARY FOR EACH SIX MONTH PERIOD"

The total amount of gross rate of salary paid to the employee during each six-month period of service should be shown.

The "rate of salary" paid may be more or less than the actual amount of salary received because of casual lost time, leave of absence, or overtime pay. (e.g. - If the rate of salary is \$400.00 per month, this is the amount to be taken as salary paid until there is a change made in that rate.)

Pay in lieu of holidays or overtime pay should not be included in the salary for pension purposes.

Room and Board - Where room and board was considered as a part of the salary paid to an employee, the value of such perquisites is considered to be part of the "gross rate or ordinary salary or wages" for pension purposes. The value of perquisites reported by the employer for income tax purposes would be deemed to be a fair valuation.

"CONTRIBUTIONS - INTEREST - TOTAL"

Pension contributions and interest will be calculated and recorded by the Pension Board office.

"AUTHORIZED SIGNING OFFICER"

The authorized signing officer must certify each form that is completed, except in the case where the service established is his own. In that case the form must be signed by another officer of equal or higher rank.



THE PUBLIC SERVICE PENSION ACT

NOTICE OF ABSENCE

COL. 1	2	3	4	5	6	9	11	19	20
3		2	1	2					
1 = PART I 2 = PART II		EMPLOYER No.				SOCIAL INSURANCE No.			1 = SALARY 2 = WAGES

EMPLOYEE NAME

21											50
SURNAME					GIVEN NAMES						

EMPLOYER _____

TYPE OF LEAVE	<input type="checkbox"/>	DEDUCTIONS TO CONTINUE	<input type="checkbox"/>
	1. SICK LEAVE 2. COMPENSATION 3. LEAVE WITHOUT PAY		1. YES 2. NO

COMMENCEMENT OF LEAVE	DAY	MO.	YR.	TERMINATION OF LEAVE	DAY	MO.	YR.

REMARKS

APPROVED:

PENSION OFFICE USE		
ACCT.	FORM	CONT.

AUTHORIZED SIGNING OFFICER

POSITION TITLE

P 17 - NOTICE OF ABSENCE

PURPOSE

When an employee has been granted leave of absence without pay for any reason this period must be recorded. The use of this form for all leaves of absence without pay of one week or longer will ensure that the correct period of leave is recorded, since such leave may be recognized as pensionable. (Absence without pay for less than one week is not considered because leave and pension contributions should be made on the full rate of salary for the period.)

PROCEDURE

The form should be completed in the following manner:

Columns 1 - 2 "PART I - PART II"

Insert code numbers 1 or 2 to indicate whether employee is participating in the pension plan under Part I or Part II.

Columns 6 - 9 "EMPLOYER NO."

Insert the number allocated to you by the Pension Board.

Columns 11 - 19 "SOCIAL INSURANCE NO."

The Social Insurance number of the employee must be shown. Do not use dashes between series of numbers.

Column 20 "SALARY - WAGES"

Indicate whether employee is paid salary or wages by code numbers 1 or 2.

Columns 21 - 50 "EMPLOYEE NAME"

Employee's surname first followed by given names or initials.

"EMPLOYER"

Name of Government Body, etc.

"TYPE OF LEAVE"

Insert the proper code number.

"DEDUCTIONS TO CONTINUE"

If contributions will continue during leave, code 1 should be inserted; if contributions will stop until employee returns to work then code 2 should be inserted.

"COMMENCEMENT OF LEAVE"

Insert day, month and year of the start of leave,
(e.g. 03 06 70).

"TERMINATION OF LEAVE"

An approximate date when the leave will be terminated.

"REMARKS"

Any remarks you feel may be helpful for the Pension
Board office.

"APPROVED"

Signature and position title of the authorized signing
officer.



THE PUBLIC SERVICE PENSION ACT

APPLICATION FOR EARLY RETIREMENT

TO: THE PUBLIC SERVICE PENSION BOARD
TERRACE BUILDING
EDMONTON 6, ALBERTA

DATE _____

Dear Sir:

I hereby apply for a pension under section 11(1)(a) of THE PUBLIC SERVICE PENSION ACT.

A. NAME _____ AGE _____ SOCIAL INSURANCE NUMBER _____

ADDRESS _____

EMPLOYER _____

ADDRESS _____

B. REASON FOR APPLICATION _____

C. EFFECTIVE DATE OF RETIREMENT _____ 19 _____

P 19 - APPLICATION FOR EARLY RETIREMENT

PURPOSE

When an employee wishes to retire before the normal retirement age, as provided under the Act, he must make application to the Pension Board outlining the reason for the request.

PROCEDURE

The form must be completed in full and mailed directly to the Public Service Pension Board. The employee will be advised of the Board's decision after the application has been considered.

P 20 - RETIREMENT

PURPOSE

This form is partially completed by the Pension Board office on behalf of each employee who is retiring under the pension plan and forwarded to the employer, and upon completion returned to the Pension Board.

PROCEDURE

The form should be completed in the following manner:

"NAME IN FULL"

Surname first followed by given names.

"SOCIAL INSURANCE NO."

The employee's Social Insurance number should be recorded in the space provided.

"POSITION" - The position held upon retirement.

"EMPLOYER" - Name of Department or Board.

"BRANCH" - Name of Branch.

"DATE OF COMMENCEMENT OF SERVICE"

Date the employee first commenced employment with Government, Board or public service body.

"DATE OF COMMENCEMENT OF CONTRIBUTIONS"

Date the employee commenced contributions under the Public Service Pension Plan.

"DATE OF BIRTH"

Date of birth must be supported by a birth certificate if proof has not been provided prior to the submission of this form.

"DATE OF RETIREMENT"-The date of retirement (or death).

"AGE OF RETIREMENT" - Employee's age upon retirement.

"DATE OF LEAVING SERVICE"

The date the employee left active service with your department.

"THE HIGHEST ANNUAL SALARY PAID
DURING FIVE CONSECUTIVE YEARS"

Since benefits are based on the highest annual salary paid during five consecutive years, the gross rate of salary paid during this period must be established. The full rate of salary paid during each calendar year, or part thereof, should be shown, whether the full amount has been paid or not during any pay period, but should not include pay in lieu of holidays or overtime pay or any other monies paid in addition to the ordinary salary. A statement showing the annual rate of salary paid at the commencement of the five-year period, and the rates of salary and the effective dates of increases during the period in question, must be submitted and attached to this form so that the salary indicated can be verified.

"AVERAGE ANNUAL SALARY PAID DURING
THE FIVE CONSECUTIVE YEARS"

This is obtained by dividing the total of his five years salary by five.

"TOTAL NUMBER OF YEARS' PENSIONABLE SERVICE"

This is the employee's service that is to be taken into account in computing the pension payable under the pension plan.

"CERTIFIED CORRECT"

The signature of the authorized signing officer and the position held is required. If the person retiring is the authorized signing officer, then a person of equal or higher rank must certify this form.



THE PUBLIC SERVICE PENSION ACT

NAME CHANGE

DATE _____

COL. 1	2	3	4	5	6	7	8	9	11	12	13	14	15	16	17	18	19	20	
3		2	1															1	
1 = PART I 2 = PART II				1 = ACTIVE 2 = INACTIVE	EMPLOYER No.				SOCIAL INSURANCE No.										

EMPLOYEE NAME _____
(SURNAME) (GIVEN NAMES)CHANGE TO
21 _____ 50
SURNAME GIVEN NAMES

PENSION OFFICE USE ONLY

51 SEX	52 STAT.	1 = SINGLE 2 = MARRIED 3 = SEPARATED 4 = DIVORCED 5 = WIDOWED
1 = MALE 2 = FEMALE		

EMPLOYER _____

REASON FOR CHANGE ☐
1. MARRIAGE
2. LEGAL CHANGE
3. OTHER

IF MARRIAGE GIVE DATE OF MARRIAGE

DAY	MO.	YR.

CONTINUE IN PLAN ☐
1. YES
2. NO

PENSION OFFICE USE		
F/L	CONT.	FORM

AUTHORIZED SIGNING OFFICER

P 40 - NAME CHANGE

PURPOSE

Whenever an employee's name is changed due to marriage or other reasons, this form must be completed and forwarded to the Pension Board so that the new name may be put on the pension records of the employee.

PROCEDURE

The form should be completed in the following manner:

"DATE"

Date of completion of the form.

Columns 1 - 2 "PART I - PART II"

Indicate by code numbers 1 or 2 whether employee is participating under Part I or Part II of the plan.

Column 5 "ACTIVE - INACTIVE"

If the employee is making current contributions to the plan, code 1 should be inserted. If the employee is NOT making current contributions then code 2 should be inserted.

Columns 6 - 9 "EMPLOYER NO."

Insert number allocated to you by the Pension Board.

Columns 11 - 19 "SOCIAL INSURANCE NUMBER"

Ensure that the correct Social Insurance number is inserted so that the proper account can be amended.

"EMPLOYEE NAME"

Use the original name under which the employee was registered.

Columns 21 - 50 "CHANGE TO"

The employee's new name must appear in this space.

Columns 51 and 52 "SEX" and "STAT."

Do not complete this portion of the form. This is for Pension Office use only.

"EMPLOYER"

The name of the Department or Board and Branch.

"REASON FOR CHANGE"

Insert proper code in the square provided to indicate the reason for the change.

"IF MARRIAGE GIVE DATE OF MARRIAGE"

If the change is due to a female employee's marriage, the date of the marriage must appear in this space, (e.g. June 6, 1970, would be reported as 06 06 70).

"CONTINUE IN PLAN"

If the employee is a female and the name change is due to marriage, place proper code in the square to indicate her desire with regard to continuance in the pension plan. Should she wish to withdraw form P 10 "Notice of Termination" must be completed. Form P 50 "Notice of Decision" should also be completed for your protection.

"AUTHORIZED SIGNING OFFICER"

The form must be signed by an authorized signing officer.



THE PUBLIC SERVICE PENSION ACT NOTICE OF DECISION

Name _____	Department _____
Date of Marriage _____	Date of Employment _____

I, _____ of _____
being a married female employee whose husband is capable of gainful employment, exercise the right given me under The Public Service Pension Act and choose not to participate in the pension plan. I make this decision with the full knowledge of the benefits I am relinquishing, being mindful of the results. I am willing to accept the conditions hereinafter set out:

- I waive all rights granted under The Public Service Pension Act while in the employ of the Government of Alberta.
- I further understand that if I become legally separated, divorced or widowed, I must in accordance with The Public Service Pension Act participate in the plan from the date of my change in marital status.

Signed this _____ day)	
)	
of _____ 19____)	
)	
)	
)	
)	_____
)	Signature of Employee
)	
_____)	
WITNESS)	

P 50 - NOTICE OF DECISION

PURPOSE

This form is to safeguard the employer against any claim of an employee who may later maintain that she was not given the opportunity to participate in the pension plan within the time limit stipulated under the Act.

PROCEDURE

After a married female employee has been advised of the benefits she has decided to forgo, this form should be completed by her and signed in the presence of a witness.

*The form is to remain on your file and
NOT be sent to the Pension Board.*

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THE PUBLIC SERVICE ACT

CHAPTER 298

- Short title **1.** This Act may be cited as *The Public Service Act*.
[1968, c. 81, s. 1]
- Definitions **2.** In this Act,
- (a) "agreement" means a contract between the Lieutenant Governor in Council and the Association containing provisions with respect to salaries, wages, fringe benefits or other terms or conditions of employment of employees;
 - (b) "Association" means The Civil Service Association of Alberta;
 - (c) "Commissioner" means the Public Service Commissioner appointed pursuant to this Act;
 - (d) "department" in addition to its ordinary meaning includes any establishment or organizational unit designated as a department by the Lieutenant Governor in Council for the purposes of this Act;
 - (e) "department head" means a member of the Executive Council charged with the administration of a department;
 - (f) "deputy head" means the chief officer of a department;
 - (g) "employee" means a person appointed to a position pursuant to this Act;
 - (h) "Minister" means the member of the Executive Council charged with the administration of this Act;
 - (i) "negotiate" means to bargain in good faith with a view to the conclusion of an agreement or the revision or the renewal of an existing agreement.
[1968, c. 81, s. 2]
- Application of Act **3.** (1) This Act applies to all departments of the Government, including employees of the Executive Council and of the Legislative Assembly.
- (2) The Provincial Auditor and the Ombudsman
 - (a) shall be considered as employees for the purposes of this Act except for their appointment, salary and tenure or any other conditions prescribed by the Act under which they are appointed, and
 - (b) have the powers and authority of a department head and a deputy head for the purposes of this Act in respect of the employees under their supervision.

PUBLIC SERVICE

- (3) This Act does not impair nor otherwise affect
- (a) the rights and privileges of the Legislative Assembly with regard to the appointment or removal of any employee of the Assembly, or
 - (b) an already established authority or control of the courts and judges over their officers.
- (4) This Act does not apply to the members or employees of
- (a) The Alberta Liquor Control Board, or
 - (b) The Workmen's Compensation Board, or
 - (c) the Oil and Gas Conservation Board, or
 - (d) The Research Council of Alberta, or
 - (e) The Alberta Human Resources Research Council.
- [1968, c. 81, s. 3]

Personnel Administration Office

Personnel
Administra-
tion Office

4. (1) There is hereby established within the public service of the Province a Personnel Administration Office.

(2) Subject to this Act, such employees as are required may be appointed to the staff of the Personnel Administration Office.

[1968, c. 81, s. 4]

Public
Service
Commissioner

5. (1) The Lieutenant Governor in Council shall appoint a Public Service Commissioner who shall administer this Act subject to the general direction of the Minister.

(2) The Commissioner is the deputy head of the Personnel Administration Office and may delegate to any designated officer of that office any of the functions, duties and powers assigned to the Commissioner by this Act or the regulations.

[1968, c. 81, s. 5]

Duties of
Commis-
sioner

6. (1) The Commissioner shall:

- (a) advise the Minister respecting personnel policies, regulations and procedures;
- (b) keep informed of developments in personnel administration so that they may be applied where desirable to the public service;
- (c) advise and assist departments in the conduct of departmental personnel activities;
- (d) provide upon the request of a department, management advisory services in such areas as employee training and development, manpower planning and organization studies;
- (e) advise the Minister as to how employee training programs of inter-departmental application may be co-ordinated between departments;

PUBLIC SERVICE

- (f) conduct such programs and investigations and prepare such reports, as may be required by the Minister or the Treasury Board concerning any aspect of staff utilization in the public service;
- (g) maintain such records as he considers necessary for the proper administration of this Act or as directed by the Minister;
- (h) prescribe the use of such forms as may be required for carrying out this Act and the regulations.

(2) The Commissioner shall make an annual report to the Minister on the operations of the Personnel Administration Office for the preceding calendar year which shall be laid before the Legislative Assembly at the next ensuing session of the Legislature. [1968, c. 81, s. 6]

Organization and Management of Departments

Powers and
duties of
deputy head

7. (1) Subject to the general direction of the department head, the deputy head

- (a) shall oversee and control the attendance, conduct and work performance of the employees in his department,
- (b) may, subject to any other Act relating to the organization of a department, divide the department into branches and divisions and assign duties to positions as required for the effective performance of the department's functions, and
- (c) may appoint an acting officer to have, during the absence of the incumbent, the power and authority of the office for which he is appointed to act, unless such an appointment is otherwise provided for by any other Act.

(2) For the purposes of this Act a deputy head has the powers and may perform the duties of his department head. [1968, c. 81, s. 7]

Delegation
of powers
and duties

8. A department head may, subject to the regulations, delegate any of the powers and duties granted to him by this Act to designated officials of his department.

[1968, c. 81, s. 8]

Staff estab-
lishment

9. (1) Each department shall have a staff establishment consisting of those positions in the department for which salaries are authorized

- (a) by vote of the Legislature, or
- (b) under subsection (3).

(2) Where a department proposes to add a new position or change an existing position by

- (a) providing for the addition or change in its departmental estimates for the next ensuing fiscal year, or

PUBLIC SERVICE

(b) requesting authorization under subsection (3), the positions shall be allocated to a class in the classification plan pursuant to section 10 unless the position is excluded from the plan pursuant to section 11.

(3) The Lieutenant Governor in Council may

- (a) change a department's staff establishment by adding, abolishing or changing positions, and
- (b) provide for the payment of such salaries as may be required until the end of the fiscal year in which the change occurs. [1968, c. 81, s. 9]

Classification of Positions

Classifica-
tion plan

10. (1) The Lieutenant Governor in Council shall establish and maintain a classification plan defining and designating the classes of positions in the public service

- (a) as a basis for uniform treatment of employees performing the same kind and level of work, and
- (b) to provide a systematic basis for organization and administration.

(2) Each position in the staff establishment of a department shall be allocated to a class in the classification plan by the Commissioner.

(3) Notwithstanding subsection (2), the Commissioner may in writing authorize a department head to allocate positions in his department to any specified classes, subject to such rules and principles as the Commissioner prescribes. [1968, c. 81, s. 10]

Exclusion
from
classifica-
tion plan

11. (1) Notwithstanding section 10, the classification plan shall not include the positions of deputy ministers and any other positions or classes of positions the Lieutenant Governor in Council excludes therefrom.

(2) Before excluding a position or class of positions from the classification plan the Lieutenant Governor in Council shall obtain a report from the Commissioner as to the desirability of that action. [1968, c. 81, s. 11]

Classifica-
tion appeal
board

12. (1) The Lieutenant Governor in Council shall appoint a classification appeal board consisting of a chairman and two other members.

(2) An employee or a department head may appeal the allocation of a position to the classification appeal board in the manner prescribed by the regulations.

(3) The decisions of the classification appeal board are binding upon the Commissioner. [1968, c. 81, s. 12]

Salary Determination

Official
Pay Plan

13. (1) The Lieutenant Governor in Council shall establish and maintain an Official Pay Plan showing a
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salary range for each class in the classification plan, so that the total compensation for each class may remain comparable with that offered by private and public employers, having due regard to the relative levels of the classes.

(2) Where a position or class of positions is

(a) included in the classification plan, but

(b) excluded from negotiations pursuant to section 26, the Commissioner shall consult the head of any department concerned before recommending that the Official Pay Plan be amended. [1968, c. 81, s. 13]

Salary
recom-
mendations

14. (1) The Commissioner shall, upon request of the Minister, prepare salary recommendations in respect of positions which are excluded from the classification plan pursuant to section 11.

(2) The Lieutenant Governor in Council shall establish salary ranges for such positions. [1968, c. 81, s. 14]

Recruitment, Selection and Appointment

Policy
governing
appoint-
ments

15. Each appointment to, and promotion within, the public service shall be predicated upon the selection of the most suitable applicant but wherever possible preference shall be given to in-service applicants in order to establish a career service and to provide incentive and reward for good work performance and self-development.

[1968, c. 81, s. 15]

Filling of
positions

16. (1) The Commissioner shall designate the positions or classes of positions in the classification plan as those to be filled by

(a) in-service promotion where

(i) due to the necessity for prior experience in the public service or due to the existence of a formal in-service training plan it is unlikely that better applicants can be found outside the service, and

(ii) the eligible employees are sufficiently well-known that competition procedure is unnecessary,

or

(b) departmental competitions where the type of work is such that a large number of well-qualified applicants exist within the department, or

(c) limited competition where a large number of well-qualified applicants exist within the service, or

(d) open competitions where sufficient in-service applicants would not normally be forthcoming to ensure a good selection.

PUBLIC SERVICE

(2) Notwithstanding subsection (1), a department head may request that any position designated to be filled by in-service promotion or departmental competition be filled by limited or open competition.

(3) The Commissioner may exempt an appointment from competition if he is satisfied that

(a) the person to be appointed has specialized knowledge or qualifications which are unlikely to be bettered through competition, or

(b) the urgency of the requirement is such as to render the competition procedure impracticable.

[1968, c. 81, s. 16]

Competitions

17. (1) Departmental competitions shall be conducted by the department head.

(2) Limited and open competitions shall be conducted by the Commissioner.

(3) Notwithstanding subsection (2), the Commissioner may authorize a department head to conduct limited or open competitions where due to the specialized nature of the work or the geographic isolation of the position the competition can be more efficiently conducted by the department.

(4) Competitions conducted by a department head shall be conducted in accordance with the rules and procedures prescribed by the Commissioner. [1968, c. 81, s. 17]

Appointments

18. (1) All appointments to positions in the classification plan shall be made by the department head.

(2) Where a position

(a) is to be filled by limited or open competition conducted by the Commissioner, or

(b) is exempt from competition,

an appointment to the position is subject to the Commissioner's certification that the person to be appointed is qualified for the position.

(3) Appointments made to positions excluded from the classification plan pursuant to section 11 shall be made by order of the Lieutenant Governor in Council upon the recommendation of the department head. [1968, c. 81, s. 18]

Probationary appointments

19. (1) Upon commencing employment in the public service, each employee shall be on probationary appointment during such period as the regulations may specify.

(2) An employee may be granted permanent appointment upon satisfactory completion of a probationary period.

(3) An employee who is hired specifically for a temporary position may be granted a temporary appointment.

[1968, c. 81, s. 19]

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Conditions of Service

Oath of
office

20. Every new employee shall take and subscribe an oath in the following form:

I,, do swear that I will execute according to law and to the best of my ability the duties required of me as an employee in the public service of Alberta and that I will not, without due authorization, disclose or make known any matter or thing which comes to my knowledge by reason of my employment in the public service. [1968, c. 81, s. 20]

Regulations

21. The Lieutenant Governor in Council may make regulations governing:

- (a) the attendance and hours of work of employees;
- (b) the granting of holidays;
- (c) overtime;
- (d) annual vacation, sick leave, educational leave and any other form of leave of absence;
- (e) the application of salary ranges;
- (f) the settlement of employee grievances;
- (g) the transfer, promotion or demotion of employees;
- (h) the conduct, discipline, dismissal or suspension of employees;
- (i) any other matter falling within the scope and purpose of this Act. [1968, c. 81, s. 21]

Abolish-
ment of
position

22. Where a position is abolished

- (a) every effort shall be made to place the employee who occupied that position in any other position in the public service for which he is qualified, but
- (b) if no suitable position can be found, the employee shall be released and shall be given preference for re-employment over equally qualified applicants. [1968, c. 81, s. 22]

Code of
conduct
and ethics

23. (1) The Lieutenant Governor in Council may issue a code of conduct and ethics for the public service.

(2) Each department head may issue a supplementary code of conduct and ethics respecting matters of concern to his department. [1968, c. 81, s. 23]

Certain
dealings by
employees
prohibited

24. (1) Unless authorized by general regulations or particular orders made by the Lieutenant Governor in Council,

- (a) no employee
 - (i) shall be a bidder at a sale of Crown lands, or
 - (ii) shall acquire an estate or interest in Crown lands,

PUBLIC SERVICE

either directly or indirectly, in his own name or through another person or in the name of a person in trust for himself,

(b) no employee shall

(i) be a shareholder or director of a corporation or company that has an estate or interest in Crown lands, or

(ii) have directly or indirectly an interest in shares of a company that has an estate or interest in Crown lands in his own name or through another person or in the name of a person in trust for himself,

unless the shares of the company are regularly quoted and dealt in on a recognized stock exchange, and

(c) no employee shall take or receive for his own use a fee or emolument for negotiating or transacting any business connected with his official duties.

(2) An employee who wilfully contravenes this section is guilty of an offence and liable on summary conviction to a fine of not more than \$500, and in default of payment to a term of imprisonment for not more than three months.

(3) An estate or interest in Crown lands acquired in contravention of this section is void.

(4) In this section, "Crown lands" means all lands, mines and minerals belonging to the Crown in right of Alberta and any estate or interest therein, including, without limitation,

(a) an agreement or mineral claim within the meaning of *The Mines and Minerals Act*,

(b) a disposition within the meaning of *The Public Lands Act*, and

(c) a lease, licence or permit under *The Forests Act*.
[1968, c. 81, s. 24]

Disciplinary
action

25. (1) An employee may be dismissed, suspended or subjected to other disciplinary action by his department head

(a) if he is unable to satisfactorily perform his duties, or

(b) for misconduct, improper conduct or negligence.

(2) If the employee is on permanent appointment he may appeal against the dismissal or other disciplinary action in the manner prescribed by the regulations.

(3) Nothing in this section or the regulations impairs or otherwise affects the right of the Lieutenant Governor in Council to reinstate or dismiss any employee.

[1968, c. 81, s. 25]

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Employee Relations

Negotiation
by
Association

26. The Association has the sole right to negotiate on behalf of employees other than

- (a) employees who, in the opinion of the Minister, exercise a policy development function for the purposes of this Act or who make significant decisions respecting the treatment of employees pursuant to this Act and the regulations, and
 - (b) employees who are members of a professional association and who are excluded by the Minister at the request of the majority of the persons in the group.
- [1968, c. 81, s. 26]

Request
for
negotiations

27. (1) The Government or the Association may, not less than 60 days and not more than 90 days immediately preceding the expiry of an agreement, give notice to the other party to commence negotiations.

(2) A notice to commence negotiations shall describe the proposals respecting salaries, wages, fringe benefits or other terms or conditions of employment which the party making the request wishes to negotiate. [1968, c. 81, s. 27]

Negotiating
committee

28. (1) Where notice to negotiate has been served by either party, a negotiating committee consisting of

- (a) the Commissioner and two other persons appointed by the Executive Council who shall be members of the public service, and
 - (b) three persons appointed by the Association who shall be members or employees of the Association,
- shall be appointed and shall consider the proposals contained in the notice to commence negotiations.

(2) Where the members of a negotiating committee cannot agree as to whether a specific proposal is negotiable the decision of the Minister thereon is final.

[1968, c. 81, s. 28]

Report on
negotiations

29. (1) The negotiating committee, within a period of three months from the date of the notice or such longer period as may be agreed to by the members of the negotiating committee, shall transmit its report to the Executive Council and to the Association setting out

- (a) its recommendations for settlement of the proposals, and
- (b) the proposals respecting which the negotiating committee could not make a recommendation.

(2) The recommendations of a majority of the members of the negotiating committee are the recommendations of the committee.

[1968, c. 81, s. 29; 1970, c. 93, s. 2]

Notice to parties

30. Within 14 days of the receipt of the report of the negotiating committee, the Executive Council and the Association shall each advise the other whether the recommendations are in whole or in part accepted or rejected.

[1968, c. 81, s. 29 (3) ; 1970, c. 93, s. 3]

Effect of acceptance of recommendations

31. Where the recommendations of the negotiating committee covering all proposals are accepted by both the Executive Council and the Association, the recommendations are binding on the parties and the employees and the parties shall give effect to them and include the terms of the recommendations in an agreement.

[1968, c. 81, s. 29 (6) ; 1970, c. 93, s. 3]

Notice of reference to mediation board

32. Where

- (a) the negotiating committee has not made recommendations respecting all proposals, or
- (b) the negotiating committee has made recommendations respecting all proposals but either the Executive Council or the Association rejects the recommendations in whole or in part,

either party may by notice in writing to the other party require all proposals not settled to be referred to a mediation board.

[1968, c. 81, s. 29 (4) ; 1970, c. 93, s. 3]

Representation on mediation board

33. (1) Where proposals are referred to a mediation board each party shall appoint a member to the board within seven days (exclusive of Saturdays and Sundays and other holidays) of the date of the service of the notice requesting the reference to a mediation board.

(2) The two persons so appointed as members shall appoint a person to act as a third member and the third member shall be chairman of the board.

(3) If the two members fail to appoint a third member within five days (exclusive of Saturdays and Sundays and other holidays) after the date on which the last of the two members is appointed, the Attorney General shall appoint a third member who shall be chairman of the mediation board.

(4) An appointment to fill a vacancy in the membership of a mediation board shall be made in the same manner as the original appointment of the member whose ceasing to act caused the vacancy.

(5) No person shall be appointed or act as a member of a mediation board if

- (a) he is not a Canadian citizen or a British subject, or

- (b) he has not resided in Alberta for one year immediately preceding the date of his appointment to the board, or
 - (c) he has any pecuniary interest in the proposals referred to the board, or
 - (d) he is the solicitor or counsel of either of the parties or if he has acted as such at any time within the six months immediately preceding the date of his appointment to the mediation board, or
 - (e) he has received remuneration directly from either of the parties at any time within six months immediately preceding the date of his appointment to the mediation board.
- (6) Before entering upon the exercise of the functions of his office a member of a mediation board shall make an oath in writing
- (a) that he will faithfully and impartially perform the duties of his office, and
 - (b) that, except in the discharge of his duties, he will not disclose to any person any of the evidence or other matter brought before the mediation board.
- (7) The Minister may provide a mediation board with a secretary and such clerical assistance as to the Minister appears necessary for the efficient carrying out of the duties of the mediation board.
- (8) The Government and the Association shall bear the expenses of its respective appointee to a mediation board and the two parties shall bear equally the expenses of the chairman and of clerical assistance appointed under subsection (7). [1970, c. 93, s. 3]

Inquiry by
mediation
board

34. (1) As soon as possible after a mediation board is designated it shall, after serving sufficient notice on all parties, proceed to make full inquiry and shall endeavour to bring about agreement between the parties in relation to the proposals referred to it.

(2) The sittings of a mediation board shall be held at the time and place fixed from time to time by the chairman after consultation with the other members of the board and the parties shall be notified by the chairman of the time and place at which sittings are to be held. [1970, c. 93, s. 3]

Powers of
mediation
board

35. (1) A mediation board has power to determine its own procedures but shall give full opportunity to all parties to present evidence and to be heard.

(2) For the purpose of inquiry a mediation board has the power of administering oaths and any member of the mediation board may administer an oath.

PUBLIC SERVICE

(3) A mediation board may accept, admit and call for such evidence as in equity and good conscience it thinks fit, whether strictly legal evidence or not.

(4) A party to proceedings before a mediation board may be represented before the board by not more than three persons designated by the party for that purpose.

(5) A party appearing by a representative is bound by the acts of his representative.

(6) If, without good cause being shown, any party to proceedings before a mediation board fails to attend or to be represented, the mediation board may proceed as if the party had attended or had been represented.

[1970, c. 93, s. 3]

Recommendations of mediation board

36. (1) After making full inquiry and without undue delay and in any event not more than 14 days (exclusive of Saturdays and Sundays and other holidays) after the date the chairman has agreed to act, the mediation board shall make its recommendations and in its recommendations

(a) shall, so far as practicable, deal with each proposal, and

(b) shall state in plain terms, and avoiding as far as possible all technicalities, what in the opinion of the board ought or ought not to be done by the parties concerned.

(2) With the unanimous consent of all parties, the time within which a mediation board is to make its recommendations may be extended for such period as is agreed to by the parties.

(3) The recommendations of a majority of the members of a mediation board are the recommendations of the board.

(4) The recommendations of a mediation board may be in whole or in part retroactive.

(5) The recommendations shall be signed by those members of the mediation board who concur therein and shall be transmitted to the Executive Council and to the Association as soon as practicable after the making thereof.

[1970, c. 93, s. 3]

Settling of questions

37. (1) Where any question arises as to the meaning of or application of or with regard to anything relating to or connected with the recommendations, either the Executive Council or the Association if they consider it expedient may request from the chairman of the mediation board an expression of the opinion of the mediation board upon the question.

PUBLIC SERVICE

(2) The chairman shall, upon the receipt of the request, reconvene the mediation board and the mediation board shall as soon as practicable report to the parties its opinion upon the question. [1970, c. 93, s. 3]

Notice of
acceptance
or rejection

38. The Executive Council and the Association shall each advise the other within 14 days from the date of the receipt of the recommendations of the mediation board whether the recommendations are in whole or in part accepted or rejected. [1968, c. 81, s. 29 (3) ; 1970, c. 93, s. 3]

Effect of
acceptance
of recom-
mendations

39. Where the recommendations of a mediation board are accepted by both the Executive Council and the Association, the recommendations are binding on the parties and the employees affected and the parties shall give effect to them and include the terms of the recommendations in an agreement. [1968, c. 81, s. 29 (6) ; 1970, c. 93, s. 3]

Rejection of
recom-
mendations

40. (1) Where either the Executive Council or the Association rejects the recommendations of a mediation board in whole or in part, the Executive Council and the representatives of the Association shall meet with a view to concluding an agreement.

(2) After the meeting mentioned in subsection (1), the Executive Council and the Association shall include in an agreement the terms of any settlement reached on any of the proposals and the agreement so made is binding upon the parties and the employees affected and the parties shall give effect to the terms thereof.

(3) After the meeting mentioned in subsection (1) and before an agreement is signed pursuant to subsection (2), the Executive Council shall submit to the Association a statement containing their decisions on those proposals on which settlement was not reached, and thereupon

(a) the decisions are binding upon the Government, the Association and the employees affected, and

(b) the Government shall not alter, revoke or do anything inconsistent with the decisions,

during the term of the agreement signed pursuant to subsection (2). [1968, c. 81, s. 29 (4-6) ; 1970, c. 93, s. 3]

Amendment
of Official
Pay Plan
and
regulations

41. The Lieutenant Governor in Council shall forthwith amend the Official Pay Plan and the regulations as is necessary to give effect to

(a) an agreement signed pursuant to section 31, 39 or section 40, subsection (2), or

(b) a decision of the Executive Council made pursuant to section 40, subsection (3).

[1968, c. 81, s. 29 (7) ; 1970, c. 93, s. 3]

PUBLIC SERVICE

Joint
Council

42. (1) There is hereby established a Joint Council consisting of

- (a) the Minister who shall be the chairman,
- (b) two other members of the Executive Council appointed by the Lieutenant Governor in Council, and
- (c) three persons appointed by the Association, one of whom shall be vice-chairman of the Joint Council,

which shall hold at least 10 meetings a year.

(2) The functions of the Joint Council are

- (a) to discuss matters of mutual interest to the Government and the Association but which are
 - (i) declared not negotiable under section 40, or
 - (ii) not included in an agreement, and
- (b) to attempt to resolve any misunderstanding or disagreements as to interpretation of an existing agreement.

(3) If a majority of the Joint Council is unable to agree as to an interpretation of an existing agreement the decision of the Executive Council shall be final.

(4) The Commissioner and the Executive Secretary of the Association

- (a) may participate in the meetings of the Joint Council without voting power, and
- (b) shall constitute an agenda committee for the Joint Council.

[1968, c. 81, s. 30; 1970, c. 93, s. 4]

General

Wage
employees

43. (1) In this section "wage employee" means a person employed in or under any department of the Government, including the Executive Council and the Legislative Assembly, who is paid at an hourly, daily, weekly or monthly rate.

(2) Wage employment may be used

- (a) under conditions which do not permit employment throughout a day, week or month, or
- (b) where necessitated by the employment practices of competitive private employers.

(3) This Act, except section 24 and sections 26 to 43, does not apply to wage employees.

(4) The Lieutenant Governor in Council may make regulations governing the appointment, payment and conditions of service of wage employees.

[1968, c. 81, s. 31]

PUBLIC SERVICE

Civil
service
welfare
fund

44. The Lieutenant Governor in Council may

- (a) establish a civil service welfare fund and an employees' charity fund,
 - (b) require every employee to contribute a prescribed portion of his salary to each fund,
 - (c) prescribe the charitable or benevolent purposes for which the money received by each fund may be expended and conditions governing any such expenditures, and
 - (d) provide for the appointment of trustees to administer each fund.
- [1968, c. 81, s. 32]

Certificate
of appoint-
ment as
evidence

45. A certificate

- (a) purporting to be signed by a department head, and
 - (b) stating that the person named therein holds a designated position or office in the public service,
- shall be admitted in evidence as *prima facie* proof of that fact without proof of the signature or official character of the person appearing to have signed the certificate.
- [1968, c. 81, s. 34]

